

# LYDIARD MILLICENT PARISH COUNCIL MEETING

7 April 2022

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 R Selwood Cllr M Sharp

**Others in Attendance:** Wiltshire Councillor S Bucknell and 8 members of the public.

**Meeting Clerk:** Tina Jones PSLCC

## Public Question Time:

- A resident asked if a blind spot mirror could be placed opposite the Greenhill crossroads bus stop, Clerk to contact Wiltshire Council regarding this request.
- A resident asked if a footpath could be put at Lydiard Green, drivers are impatient, the resident has been nudged by a car and hit on elbow by a car mirror.
- A resident asked if Members of the Council could speak up, when speaking. She asked about the length of time it was taking Wiltshire Council (WC) to make some planning decisions have not been made after 6 -7 months, yet others decisions are made fairly quickly. WC Councillor Bucknell explained the shortage of Planning Officers and that Officers had been assigned to other duties during the Covid pandemic. He added that the Planning Department were working very hard to catch up, and that they are as frustrated as much as the public.
- A resident asked why there was such a high level of retrospective applications, WC Councillor Bucknell said it appears so at the moment, people are chancing that they do not need permissions.
- A resident explained he wished to do something with his farm yard. He wanted to know what residents would like to see there, opinions from residents who would be affected and the support of the Parish Council. WC Councillor Bucknell suggested he contact WC regarding the pre application process, no actual plans are required at this stage but the department will advise, the officers will take advice from outside bodies, and it is not made public until the applicant is ready. WC Councillor Bucknell suggested that before the resident submitted his formal application, that a consultation paper was prepared, then to hire a hall and invite residents to see the plans and comment.

## MINUTES

### 265.21 Apologies for Absence

Members RECEIVED apologies from Councillors Clarke, Gregory and Westwood.

### 266.21 Declarations of Interest and Dispensation Requests

| Name        | Minute Ref: | Type          | Nature of Interest                     | Action                                     |
|-------------|-------------|---------------|----------------------------------------|--------------------------------------------|
| Cllr Allsop | 271.21      | Non-Pecuniary | PL/2022/02294<br>Consultee to property | Took part in discussions, but did not vote |

No requests for dispensations were received.

### 267.21 Chairman's Announcements – Main points

- Asked residents if they knew any historical information relating to the flagpole (the Council has recently been advised it belongs to the Council) or any other assets belonging to the Council. If they do have any knowledge they were asked to contact the Clerk.
- A vehicle crashed into the fence and hedgerow off the A4696 (Wootton Bassett to Ashton Keynes road) at Lydiard Plain (field owned by the Council). Fortunately, no livestock was in the field at the time. Police were in attendance, and the Council is looking to claim for damages.
- The Council has been approached by Mrs Pepperall to erect a bench in memory of her late husband, Mr Tom Pepperall. Chairman and Clerk to take forward.

268.21 **Minutes**

Members considered the minutes of the meeting held on 3 March and the extraordinary meeting held on 30 March 2022. The minutes of the meetings were ADOPTED as a true record of the meetings and were signed by the Chairman.

269.21 **Wiltshire Councillor Report – Main Points:**

- Confirmed delivery of the ten litter pick kits – the Chairman thanked him for supplying them on behalf of the Area Board.
- The Area Board Environmental Group will be holding a meeting at 7pm on 26 April at the Rugby Club in Royal Wootton Bassett.

270.21 **Clerk and Handyman**

Members NOTED the reports.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 127.21 Painting of Telephone Kiosk<br>Resolved an amount of up to £100 to cover the cost of the paint, brushes and other cleaning materials purchased by the Council. Clerk to obtain materials. Ongoing                                                                                                                                                                                                                                                                                                                                                                                                      |
| 159.21 Jubilee Club House<br>Up to £625 to purchase and install a continuous fill hot water urn. Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 181.21 Broadband and Telephone<br>Resolved to move to a 12 month PAYG basic broadband package for Jubilee Club House, at an approximate cost of £22.00 per month and move the Clerk's phone to a 12-month SIM only contract with a higher data allowance, approx cost of £8 per month. CLOSED see Minute Reference 274.21                                                                                                                                                                                                                                                                                     |
| 183.21 – Dogs on Playing Field<br>Agreed to revisit the current signage (relating to dogs) and to investigate further how to manage dogs on the playing area. Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 252.21 Recreation Field – Terms of Hire and Cricket Fees<br>Clerks actions: Teams formally advise teams of the new fee structure and Term and Conditions. New Terms and Conditions sent to JCH users. AGREED to close                                                                                                                                                                                                                                                                                                                                                                                         |
| 253.21 - Advisory 20mph Signs Outside of Schools<br>There is a small annual budget to support the installation of Advisory 20mph speed limits outside schools. Any request submitted must be supported by an updated School Travel Plan. It was agreed for the Clerk to contact the School, contacted no response to date.                                                                                                                                                                                                                                                                                    |
| 256-21 Legionella Audit and Training – Jubilee Club House<br>Training took place on 28 March and the inspection is on 5 April – AGREED to close                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Clerks Report covering all previous requests for action - with current status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13.20 Play Equipment at The Mews<br>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. Feedback from the Community Meeting was for a Community or Memorial Garden/Wildlife Area, Benches, Ongoing                                                                                                                                                                                                                                                                                            |
| 13.20 Seek Adoption of Land between The Mews and Meadow Springs<br>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<br>Meeting Update: The Council has received registration for the Recreation Field and The Mews however, there are outstanding issues which need to be investigated. Cllrs Hill-Wheeler, Harden and Allsop and the Clerk to investigate and provide a report |
| 20.20 Speed Indicator Devices<br>A budget was set of £7,500, Clerk to bring this project to a successful conclusion and to confirm who is responsible for them. Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 28.20 Parish Resilience Plan<br>Parish Clerk to locate the Parish Resilience Plan circa 2007, Plan to be updated. Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 39.21 Office Equipment<br>A budget of £1000 was set to purchase: Office 365, Laptop, Monitor, Full Size Keyboard and Mouse and £80 for a Doorbell and a Laminator. Quotes required for Chair and Fireproof Safe. Updated information. Laminator, cutter and laminates purchased. 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 it (as per 28 April email). Update Asset register / detail value, maintenance requirements, life expectancy, replacement cost. Ongoing

Councillor Allsop asked if the recent issues regarding the new grass cutting contract had been addressed. The Clerk advised that the company had apologised about the grass cuttings and the non marking of the football pitch, however, the promised plan of work had still not been provided, and she will continue to chase

## 271.21 Planning Matters

Members NOTED the following Wiltshire Council decision:

|                                                                    |                                      |
|--------------------------------------------------------------------|--------------------------------------|
| PL/2021/07900 – Householder Application                            |                                      |
| Applicant: Mrs R Knight                                            | Address: Cotswold Heights, Greenhill |
| Proposal: Rebuild the front boundary wall and reinstate front gate |                                      |
| WC Decision: Approved with Conditions                              |                                      |

Members NOTED the planning report and considered the following planning applications Standing Orders were Suspended for residents and the applicant to speak, then Re-Instated.

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| Application<br>PL/2022/02294                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Applicant: Mr M Wakefield<br>Location: Hilddrop Farm, Greenhill |
| Proposal: Change of use of existing farm building to dog kennelling (retrospective)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
| Following discussions, Members RESOLVED to OBJECT to this application and requested WC Councillor Bucknell to CALL-IN the application – on the grounds that: The change of use is contrary to Wiltshire Core Policies 1, 2 and 19. The statement cites Core Policy 34 in support. However, the kennelling of racing (or other) greyhounds is not an agricultural use and is supporting neither sustainable farming nor food production. There is reference to National Planning Policy Framework paragraphs 84 and 85. However, the proposed use is not agricultural, nor does it form part of the land based rural economy. The change of use would be contrary to Core Policies 51 and 57. |                                                                 |

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| Application<br>PL/2022/02625                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Applicant: Mr A Hobbs<br>Location: 37 Stone Lane, Lydiard Millicent |
| Proposal: Siting of storage containers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                     |
| Following discussions, Members RESOLVED to make NO OBJECTION to this application. Members AGREED to make the following requests to the Officer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     |
| <ul style="list-style-type: none"> <li>a. Considers the impact of any additional traffic on the highway and consider the imposition of conditions to limit the impact of the development on residential (both visually as suggested in the applicant's planning statement and to ensure the containers are only used in connection with and ancillary the applicant's business and not as self-storage units (or more general Class B8 use), which would generate additional traffic and would not be sustainable development).</li> <li>b. Considers a condition requiring their removal should the applicant's business cease to preserve the predominantly rural character of the area and prevent coalescence with Swindon.</li> </ul> |                                                                     |

3 Members of the public left the meeting

## 272.21 Financial Accounts

Members NOTED and APPROVED the income and expenditure reports and APPROVED the list of payments.

Members discussed the continuance of the Councils Membership to the Wiltshire Association of Local Councils (including a payment for membership to the National Association of Local Councils). Members felt that membership would not be in the best interest of the Council and therefore AGREED not to renew its membership. The Clerk was asked to make enquiries directly to the National Association of Local Councils in relation to membership.

2 Members of the public left the meeting

#### 273.21 **Petty Cash**

Members considered the recommendations and RESOLVED to hold a Petty Cash to the value of £250.00, to assist the Clerk and Handyman for operational purposes.

Standing Orders to be amended to include clause 6.22.

*'The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.*

*a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.*

*b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.*

*c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council*

Members APPROVED and ADOPTED the presented Petty Cash Policy and Procedures

#### 274.21 **Broadband and Telephone**

In October 2021, Members resolved (Minute Reference 181.21) to reduce the amount paid for broadband at the Jubilee Club House and for the Clerks mobile telephone. Broadband - Members considered and RESOLVED to accept a new 12-month contract at £19.95 (ex-vat) per month. The previous contract was for £29.44 (ex-vat) per month. The Council had been paying an out of contract rate since September 2020. Mobile Telephone - Members considered and RESOLVED to accept a 24-month contract for a new iPhone SE 2022 at £27.00 (ex-vat) per month. The current package is £30.79 (ex-vat) per month and out of contract.

#### 275.21 **Footpaths Working Party**

Members NOTED the Working Party notes of the meeting held on 24 March, and considered the following recommendations.

The Working Party would like to update and collate the existing walking booklets (which do not have footpath numbers included) into a new edition. No living contributors have been identified for the previous versions (3 editions) which were produced in the early 2000's. Clerk to check for copies at JCH

- purchase an opening noticeboard to display a footpath map
- relaunch the walking group with a planned walk in late summer
- Initiate a footpath working group (similar to the Purton Footpaths Group) to walk, clear and maintain the footpaths in the Parish. Place an article in the Lydiard Magazine and the Council website and Facebook for the initial appeal. Hold a meeting of interested parties (once there is a sufficient level of interest) and invite a member of the Purton Footpaths Group to attend for advice and guidance.

Following discussions, Members RESOLVED:

- to relaunch the walking group - the Clerk to contact Wiltshire Council regarding the 'Get Wiltshire Walking' initiative
- to purchase of upright board for map, map to be scaled down and walks 'bolded'. QR code to be included with room for other notices, possibly sited at Jubilee Club House or Parish Hall. Permission would be required from the Trustees of the Parish Hall if located there. Clerk to obtain quotes, once new size is confirmed.
- Rewrite booklets into one edition, with a digital version on website. Costs of project to be identified and approved. Acknowledgement to be included for previous writers and to try and find family members.
- APPROVED the formation of a footpath working group and article, following a small amendment. Item on Facebook to include an image of a broken stile.

During a Suspension of Standing Orders, Wiltshire Councillor Bucknell said if the group (once formed) identified inaccessible gates etc, a grant application could be made to the Area Board grant to replace with kissing gates. He asked if the Council Footpath Group could also link in with the Environmental Forum to make the footpaths more accessible to all.

2 Members of the public left the meeting

- 276.21 **Great British Spring Clean**  
Members considered holding a spring litter pick, but due to the lack of a Councillor volunteer to organise and supervise the event, it was put on hold. Members to reconsider in the autumn.
- 277.21 **Platinum Jubilee Celebrations**  
Members considered the report, main points were:
- The final design for the flyers is being considered (Councillors to deliver) and an article is in the Parish Magazine asking for ideas and assistance.
  - The Football Club to take part in the family event and will run one or two side shows and CJ Dance School will be doing a display on the field.
  - Members APPROVED up to £100 for refreshments and £720 for inflatables games
  - The Jubilee Working Party confirmed the crown design was chosen for the portable beacon. No feedback from Councillor Gregory regarding the two gas cylinders.
  - Members APPROVED the purchase of a 6 x 12 marquee at a maximum cost of £1800.00, following confirmation received that there is storage room at JCH, the Football Club has offered to assist in erecting for the event. The purchase of a marquee falls under power S145(1b) of the LGA 1972. Clerk to order marquee.
  - Members NOTED that the Jubilee coins cannot be given away for a donation exchange, as the Council does not have the Power of Competence, therefore any excess coins will be given away, free of charge. Clerk to order coins.
  - All costs to be met from the Platinum Jubilee budget.
- 2 Members of the public left the meeting
- 278.21 **Utilities – Gas Supply**  
Members considered and RESOLVED to accept an offer of a new contract for the gas supply for the Jubilee Club House, to commence on 2 Oct 2022 and is fixed until 1 Dec 2027.
- 279.21 **Parish Meetings 2022-2023**  
Members NOTED the report, and considered the recommendations:  
Following discussions, Members RESOLVED to reschedule to six weekly meetings with a start time of 7pm.  
Members considered a change of day to Wednesdays with the Jubilee Club House as the venue. Members could not agree on the suitability of the venue, the Parish Hall is not available on Wednesdays, and the availability of other venues was not known. Councillor Sharp confirmed the availability of the Parish Hall on Thursdays, therefore Members RESOLVED to stay at the Parish Hall, 7pm on a Thursday night, this however, was not unanimous.
- 1 Member of the public left the meeting
- 280.21 **Jubilee Club House - Health and Safety**  
The Health and Safety Report highlighted that there are no manual fire alarm call points at the exits. It is now a mandatory requirement of the BS standard and any new installation of a fire detection system must use a call point with a cover. Members considered the quotes received, following discussions RESOLVED to accept Quote B at £295.00 (inc VAT). Costs met from EMR for Jubilee Club House Maintenance budget.  
Members considered the installation of a blind-spot mirror, so that cars entering and exiting the parking area can see round the 90 degree turn outside the main entrance.  
Following discussion, Members RESOLVED to purchase and install a blind spot mirror at a cost of up to £75.00 met from the JCH maintenance budget.
- 281.21 **Wildflowers**  
Wiltshire Council has an initiative for local Councils to nominate any grassed areas or public open spaces that could be designated as wildflower meadow, for reduced cutting or left for rewilding. This initiative is in response to an increased level of interest in improving existing flora and fauna to benefit wildlife, and provide an opportunity to improve biodiversity and increase the aesthetic appeal of parishes. Areas must be on Wiltshire Council land, following discussions, Members nominated areas for wildflower meadows (not rewilding): Tewkesbury Way, the Section of Greenhill (opposite 13-17), and the piece of land between Greensend tapering up to the Greenhill crossroads.

**282.21 Annual Parish Meeting**

At the May 2021 Parish Council meeting it was agreed that the meeting would be held on 26<sup>th</sup> May 2022 but the Parish Hall had not been booked and is no longer available. Following discussions, Members AGREED for this reason, to hold the Annual Parish Meeting on the same evening but immediately before the Annual Parish Council Meeting.

The Chairman Councillor Harden, together with the Vice-Chairman Councillor Allsop and Councillor Westwood are leading on the format and invitations for the Annual Parish meeting, it will commence at 6.00pm, with refreshments served at 5.45pm. The Annual Parish Council meeting will be advertised via posters, leaflets and local magazine. Invitations will be sent to local organisations and groups inviting them to come along. This will be an opportunity to update residents following on meeting to "Meet the Councillors" event held last year.

**283.21 Cricket Covers and Roller**

At a previous meeting, Members noted the request from the Swindon Cricket Club to keep a set of covers on the Recreation Field. At that meeting the Council requested further information before making a decision.

Members NOTED that Swindon Cricket Club has confirmed there would be three covers, and one person can move a cover. The size of each cover is 7.3m X 4m, sheets are the same size, the sheets are removed from end of August until start of May to avoid damage in the winter months. The Parish Council would not be responsible for insurance. Swindon CC would like to store them on the grass area at the far end of the car park. They can be pushed by one person and can be moved aside in a few minutes when that area needs cutting. They do not see other users being affected. The roller is owned, serviced and insured by Swindon Cricket Club. Following discussion, Members AGREED in principle for the covers to be kept in the suggested area. However, this is subject to the Tuesday teams and maintenance man would have to move and replace the covers, and Swindon CC regarding other users moving them.

**284.21 Environmental Representative**

The Area Board has identified a priority for an Environment Forum to sustain, develop and promote actions to address environmental issues. Members considered and APPROVED the appointment of Councillor Gregory to the role. Councillor Gregory to liaise with Councillor Cole regarding footpath input.

**285.21 Council and Community Representatives - Members RECEIVED the following updates**

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| Area Board (RWB & C ) – Members NOTED the update from Councillor Westwood.                                                                                                                                 |
| Community Area Transport Group (CATG) – Councillor Curtis and Gregory - No report.                                                                                                                         |
| Community Carers Group - Councillor Hacker<br>The Group is creating a booklet with all parishes with all carer information                                                                                 |
| Community Safety Forum (RWB & C) – Councillor Sharp - Meeting tomorrow (8 April)                                                                                                                           |
| Neighbourhood Watch - Councillor Sharp<br>Men seen taking photographs of doorways late at night – Police are aware.                                                                                        |
| Parish Hall – Councillor Harden - No report                                                                                                                                                                |
| Speed Indication Devices (SID's) – Councillor Sharp<br>All working well, in contact with Wiltshire Council, who are going to collect all the data from all SIDS's for the Police                           |
| Speedwatch and Lorry Watch – Councillor Sharp<br>The Speedwatch co-ordinator is Mr Pflieger. Looking for more volunteers, to commit to one hour every two weeks. Lorrywatch is not operational at present. |
| Website – Councillor Curtis and Vacancy - Nothing to report.                                                                                                                                               |

**286.21** 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.  
Wiltshire Councillor Bucknell left the meeting

**287.21 Land Issues**

Members NOTED the report, following discussions, Members RESOLVED to action the recommendations.

Meeting Closed at 10.01 pm