

MINUTES of the Ordinary Meeting of Lydiard Millicent Parish Council, held on Wednesday 23rd June 2021 at Jubilee Club House, Lydiard Millicent.

The meeting commenced at 7:00pm

Due to Covid and other Health and Safety restrictions, the meeting was held outside.

PRESENT: Councillors Mel Allsop (Minutes), Luke Curtis, Catherine Hacker, Derek Harden (Chairman), Sally Westwood.

Also Present: Mr Colin Tydeman (Handyman), Wilts Councillor Steve Bucknell and seven members of the public.

Chairman's Announcement: The Chairman welcomed everyone and stated that the meeting was being recorded. He explained that the Clerk was unavailable due to sickness and that Cllr Mel Allsop had volunteered to take the minutes. He also said that the Council were trying to identify a Locum Clerk.

Public Questions:

Concern was raised that the SID in Tewkesbury Way is deployed on a lamp post and this may not be authorised by the Police.

Concern was raised about vegetation overhanging footpaths in areas on the way out of the village towards Greenhill crossroads. Colin (Handyman) to investigate with Parishioner.

Two residents of Stone Lane were concerned about planning application 2021/04439. They explained concerns and asked that the Council object to this application.

Report from Wiltshire Councillor Steve Bucknell

Cllr Bucknell said that he is new into the role of Unitary Councillor and that this was his first report to the Parish Council. He explained about the proposed experimental bus service which will initially run for 6 months. Service will run from Purton to RWB via Lydiard Millicent and Hook on Wednesdays (Market Day) leaving Purton at 09:30 with 2 return options. Parishioners are encouraged to look at the proposal and contact Cllr Bucknell with their preferred option. The proposal can be found on the LMPC website, responses with Cllr Bucknell by 9th July.

Cllr Bucknell explained about the role of the Area Board and said that it's open for anyone to attend. The Community Area Transport Group is the most important part as this is where money is allocated for Highways work. Common Platt residents have requested speed restrictions along that road and this is the forum for LMPC to request this. Two of the speed signs in Stone Lane have disappeared and will be replaced asap.

Cllr Bucknell also talked about how planning works and explained that he will only "Call In" an application if the Council ask him to.

MINUTES

072/21 **Apologies for Absence**

Apologies for absence were received from Cllr Rachael Clarke and Mrs Deborah Bourne (Clerk).

073/21 **Declarations of Interest**

There were no declarations of interest made and no requests for dispensations were received

074/21 **Minutes of the Last Meeting**

The minutes of the Annual meeting held on 20th May 2021 were adopted as a true record. A printed copy of the minutes was not available for signing due to Clerk's absence. These will be signed by the Chairman as soon as available.

075/21 **Chairman's Announcements**

The Chairman read out a report explaining the problems the Council have had following a damning Health & Safety inspection at Jubilee Club House (JCH). The report stated that the standard of Health & Safety management at JCH was "below an acceptable level with some health and safety matters requiring urgent management corrective action". Councillors have built an action list for the Council using previous minutes and the Health & Safety report. Some of these are urgent, the Health & Safety ones in particular.

Councillors want to improve communication with the Parish and are looking at setting up a Facebook page. The website has been updated with a new layout and Councillors will be updating the content as soon as they are able.

There are only 6 Councillors currently so instead of Working Groups or Committees, there will be Lead Councillors for certain things. Luke will be lead for Communications, Catherine for Open Spaces and JCH and Sally for Finance. All Councillors will be working together but the Lead Councillors will be co-ordinating.

When communicating with the Clerk or Handyman, please use Clerk@ and Handyman@ emails. These have auto-replies on them so you can be certain your email has been received.

Lastly, the Chairman gave examples of things that could be put on the new Facebook page: Litter Pick on July 2nd at Ridgeway Farm (Common Platt residents may want to piggy back on this). Salt bins are no longer checked by Wiltshire Council so residents are encouraged to check them and report those that need filling via MyWilts app. Items on/near Highway, if a resident places something within a metre of the Highway and this causes an accident, the resident may be responsible which could end up being costly to the resident.

076/21 **Completion of Audit for 2019/20**

PKF Littlejohn LLP have audited the AGAR for financial year ending 31st March 2020. It was **NOTED** that the only concern was the lack of wet signatures.

077/21 Planning Matters

- a. There were no Planning Decisions from Wiltshire Council to note since the last meeting.
- b. The following Planning Applications were considered:

PL/2021/03644- Beechcroft, Common Platt

New single storey garage with storage over to front garden adjacent to the existing pre-fab concrete garage with h.w. carport partially over pre-fab garage.

No comments received from nearby residents.

RESOLVED that there were no objections to this application

PL/2021/04439 - 38 Stone Lane

Change of use of section of agricultural land to residential

Concerns were raised that the block plan submitted does not accurately reflect the plot, trees and decking are not shown and the boundary shown on the plans may not be accurate. The decking has removed the neighbour's privacy. It is understood that the land lies outside of the LM Neighbourhood plan and possibly in Purton parish and they may not have been consulted. The planners will also be asked to look at the use of the garage as it appears to be used as an annexe.

RESOLVED to OBJECT to the plans based on above

RESOLVED to request that this application is Called In

PL/2021/03139 – Cotswold Heights, Greenhill

Rebuild the front boundary wall and reinstate the front gate

Councillors had previously received adverse comments from some residents in Greenhill concerning the height. The proposed height is 1.8m which is significantly higher than the original wall and gates. No other objections to the application.

RESOLVED to OBJECT to the plans based on the height and suggest a similar design but not as high would be acceptable.

RESOLVED to request that this application is Called In

PL/2021/04888 – 16 Stone Lane

Single storey rear extension to replace existing conservatory and extend the existing garage

No comments received from nearby residents.

RESOLVED that there were no objections to this application

078/21 Finance

- a. Payments
Appendix C had not been provided so cannot approve. It was **NOTED** that this was the 2nd meeting in a row where Payment information has not been provided. **DEFERRED** to meeting 1st July

- b. Cricket request for Sight Screens
Councillors raised several questions: size, storage requirements, does JCH have enough space to accommodate, what are any potential costs. There was no-one from the Cricket Club available to answer questions.
DEFERRED for further information.

079/21 AGAR for year ending 31 March 2021 (Internal Audit)

The Annual Internal Audit Report has not been completed and returned by the Internal Auditor. The Council was unable to approve – **DEFERRED** to next meeting.

080/21 AGAR for year ending 31 March 2021 (Governance)

Section 1 – Annual Governance Statement was provided, but not completed. The Council was unable to approve – **DEFERRED** to next meeting.

081/21 AGAR for year ending 31 March 2021 (Accounts)

Section 2 – Accounting Statements were provided, but the Council has not been able to review these with the Parish Clerk in her role as Responsible Finance Officer, so is not able to approve these. The External Auditor has granted a 30 day extension. **DEFERRED** until Clerk or Locum able to review accounts with Councillors.

082/21 Corporate Governance

- a. Standing Orders – Councillors met with the Clerk and agreed on minor amendments to NALC Model Standing Orders.
Clerk has not distributed so Council unable to approve.
DEFERRED until next meeting.
- b. Financial Regulations – **NOTED** that updated Financial Regulations will be brought forward for consideration at a future meeting.

083/21 Health and Safety

There were a number of inaccuracies on the agenda for this item and it was agreed that these should be minuted:

- (i) Agenda wording “The new Council challenged the current risk assessment and made changes to it.”
The Council is not aware of any risk assessment and neither the Council nor individual Councillors have either challenged or made changes to it.
- (ii) In Section a. Policy Document:
Council members have not asked Cllr Westwood to take responsibility for the Council’s Health and Safety policy. Council members have asked Cllr Westwood to take the lead in working with the Clerk to address the issues identified by the independent Health and Safety risk assessment. As part of this, the Clerk was asked to draft a Health and Safety policy, but she declined to do so, stating that she was not competent to complete this.
Cllr Westwood offered to draft it for the Council, because of previous experience of working on Health and Safety and drafting policy documents. The policy has been drafted in line with the latest HSE Guidelines.

(iii) In section b. Professional Support:

One year costs for company A have not been included. 12 month costs for company A £127 per month.

- a. Health and Safety Policy Statement. Councillors were asked to consider the Health and Safety Policy as drafted by Cllr Westwood. **RESOLVED** to adopt Health and Safety Policy
- b. Professional support costs for 12 months for company A were previously circulated to Councillors. The benefit of using Company A is that the costs include Health and Safety training modules. **RESOLVED** to accept 12 month contract from Company A.
- c. Chairman's request to approve Health and Safety Investigation.
DEFERRED

It was **NOTED** that the meeting was being held outside because only 2 of the 7 urgent items on the Health and Safety report had been completed. Approving the Health and Safety Policy was the 3rd item. The Council felt that the building should not be used for public meetings until all 7 points have been addressed. Top of the list are the Fire Risk Assessment and Covid Risk Assessment.

084/21 Grounds Maintenance Contract

Proposed Grounds Maintenance Contract specification. Cllr Allsop presented revised proposal to commence 1 October 2021

RESOLVED to accept revised contract specification and request that the Clerk go to tender for this.

085/21 Casual Vacancies

The Council noted that there are currently five vacant seats. These seats can be filled by co-option; residents were encouraged to consider these vacancies.

086/21 Date of the Next Meeting

The next meeting of Lydiard Millicent Parish Council will take place on Thursday 1st July 2021 at the Parish Hall. The meeting will commence at 7.30pm.

087/21 Exclusion of Press and Public

Council **AGREED** that 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 items.

088/21 Establishment Matter – Appraisal of the Clerk

Cllr Westwood proposed an amendment to the motion verbally and via email before the start of the meeting. The proposal was to change "The Council is asked to authorise the Chairman to undertake the appraisal of the Clerk using the Council's adopted appraisal paperwork which is based on a national template specific for the sector" to "The Council is asked to authorise the appraisal of the Parish Clerk in line with 20.3 of Standing Orders".

RESOLVED to authorise appraisal of Parish Clerk

089/21 **Establishment Matter – Appraisal Objectives for the Clerk for the period 2021/2022**

Cllr Westwood proposed an amendment to the motion verbally and via email before the start of the meeting. The proposal was to change “The Council is asked to consider setting objectives for the Clerk based upon it’s business plan” to “The Council is asked to authorise the setting of objectives for the Parish Clerk based on current job description, Standing Orders and Financial Regulations”

RESOLVED to authorise setting of objectives for Parish Clerk based on the amended motion in line with Standing Order 6.5 – 6.7.

The meeting closed at 20:17.

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Cllr Derek Harden
Chairman