

LYDIARD MILLICENT PARISH COUNCIL MEETING

3 March 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 B Gregory Cllr S Hill-Wheeler Cllr R Selwood Cllr M Sharp

Others in Attendance: Wiltshire Councillor S Bucknell, Reverend T Roberts, Mr C Tydeman (Council Handyman) and 11 members of the public.

Meeting Clerk: Tina Jones PSLCC

Public Question Time:

All present acknowledged the passing of Tom Pepperall who passed away on Sunday 27 February. A resident asked if Members of the Council and the Clerk could speak louder, as their voices could not clearly be heard. A request for the loop system to be turned on in the Parish Hall has been made.

Application PL/2022/00943 – Claypitts, Residents comments:

- To visit Defra's Multi-Agency Geographic Information for the Countryside (Magic) Maps as the area as it is within a Site of Special Scientific Interest (SSSI) impact zone.
- There are wild orchids in the area
- Ancient Woodland adjacent with rare species and part of SSSI site.

Greenhill

Concerns raised as the verges are being churned up with the increased traffic on the single width road

Noisy Greyhounds - Residents comments:

Wiltshire Council has asked for periods of noise to be logged, but it starts very early in the morning, on and off all day and evening, making it difficult to fill in form. Councillor Allsop advised that the resident was going to apply for planning permission. WC Councillor Bucknell urged residents to complete the form if they were experiencing noise, the feedback received would be considered.

MINUTES

239.21 Apologies for Absence

Members RECEIVED apologies from Councillors Clarke, Hacker and Westwood.

240.21 Declarations of Interest and Dispensation Requests

Name	Minute Ref:	Type	Nature of Interest	Action
Cllr Sharp	241.21	Non-Pecuniary	Chairman of Parish Hall	Asked questions during item.
Cllr Curtis	245.21	Pecuniary	Nearby Landowner to Planning Application PL/2022/00943	Took part in discussions, did not vote

Councillor Curtis had written to the Clerk requesting a dispensation. In accordance with Standing Order 13, the Clerk granted Councillor Curtis a dispensation in the interests of persons living in the Parish Area, it was granted for a period of two years.

Standing Orders were SUSPENDED

241.21 Reverend Tudor Roberts – Re-ordering of the Church

Members RECEIVED an update – Main points were:

- From 1 March an exhibition of the re-ordering plans will be displayed in the Church
- On 26 March an open meeting will be held, the reordering team and the architect will be there to answer questions, refreshments will be served. Feedback from residents would be appreciated
- The Nave roof is the last roof requiring repair
- Funds will be raised to complete the roof and the Reordering of the Church
- Similar reordering has taken place in Churches in Highworth and Hullavington

Mike Sharp (speaking as Chairman of the Parish Hall) asked if the intention was to compete with the Parish Hall, as the leaflet passed to residents, states it will be available for dance, drama, concerts, etc, he also asked about parking arrangements.

Revered Roberts, apologised if the leaflet was misleading, as all worship is the number one priority. The main purpose in the reordering of the Church, is to make in more workable in the 21st century, and it would not be in competition with the Parish Hall. He added that there was available parking at the Vicarage and the Manor House, and the school could be used at weekends.

Standing Orders were REINSTATED

242.21 Chairman's Announcements

He gave condolences on behalf of the Council at the sad loss of Tom Pepperall, a former Chairman of the Parish Council, who had given a great service to the Parish, and who was also a good friend. A Memorial Service is to be held at 13.00hrs on Wednesday 16th March at All Saints Church, Lydiard Millicent.

Reverend Roberts left the meeting

243.21 Minutes

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

244.21 Wiltshire Councillor Report – Main Points

- 38 Stone Lane was refused by the Northern Planning Committee. An appeal has been made, therefore Enforcement is suspended and cannot take action until the appeal has taken place.
- 13 The Beeches was refused by the Northern Planning Committee against the Officer's advice.
- Land East of Restrop (PL/2022/00239) comments can still be submitted, The Highways Agency, Environment Agency and the WC Drainage Team have all objected. If any out of hours planning breaches are made, the Council can contact Councillor Bucknell, as he can contact Officers. However, action can only be taken if the law is broken in some way.
- The Area Board is offering litter pick kits to Parish Council's who are taking part in the Great British Spring Clean (22 March – 15 April). Clerk to confirm requirements.
- The Environmental Forum was cancelled and will be rearranged for early April.
- Lydiard Festival (a one-day event) - There is no action for the Council to take, but if after the event there are any issues, they should be noted for future requests to repeat the event.

245.21 Planning Matters

Members NOTED the following Wiltshire Council decisions:

PL/2021/004439 – Full Planning Permission	
Applicant: Mr Kerslake	Address: 38 Stone Lane, Lydiard Millicent SN5 3LD
Proposal: Part retrospective change of use of section of agricultural land to residential	
WC Decision: REFUSED.	WC Update: An appeal has been submitted

PL/2021/11516 – Lawful Development Certificate for a Proposed Use	
Applicant: Mr Webb.	Address: 8 Beech Drive, Lydiard Millicent SN5 5DQ
Proposal: Proposed Rear Extension	
WC Decision: APPROVED	

Members NOTED the Northern Area Planning Committee decision to REFUSE the following application.

PL/2021/09418 – Household Planning Permission	
Applicant: Mr Law.	Address: 13 The Beeches, Lydiard Millicent SN5 3LT
Proposal: Erection of single storey front, rear and first floor extensions and replacement roofs with roof lights	

Members NOTED the planning report and considered the following planning applications

Application	Applicant: Mr Hearn
PL/2022/00735	Location: 9 Greenhill SN4 8EH
Proposal: Erection of replacement building	

Following discussions, Members RESOLVED to make NO OBJECTION to this application.

Application PL/2022/00943	Applicant: Mr McDonagh Location: The Claypitts, Greenhill SN4 8EH
Proposal: A mixed use application for the stationing of caravans for residential purposes and the keeping of horses, with dayrooms; stable and hardstanding ancillary	
It was NOTED that the land is subject to an enforcement order -14/00301/ENF. Following discussions, Members RESOLVED to OBJECT to this application, on the following grounds: The area of Greenhill is included in 2.1 of the Lydiard Millicent Neighbourhood Plan and comes under all the policies contained within the plan. Wiltshire Core Policy 47 (adopted 2015), the site does not conform as it is a greenfield site. It does not conform to Core Policies 19 and 60 of the Wiltshire Core Strategy (adopted January 2015). It does not meet Core Policy 61 'New development should be located and designed to reduce the need to travel particularly by private car, and to encourage the use of sustainable transport alternatives'. Core Policy 1 states 'Development at Large and Small Villages will be limited to that needed to help meet the housing needs of settlements and to improve employment opportunities, services, and facilities' - This application meets none of these. The application is not for infill between existing properties, it is for a completely new site behind an existing property. Previous applications for new build properties in the road have been refused unless for agricultural purposes. The plan showing the positions of the caravans and dayrooms is misleading and does not show the sizes, to scale, of static, mobile caravans and cars that could reasonably be expected to make use of the site. Members AGREED to include in their comments any relevant information from the Defra's MAGIC Maps site. Members formally requested a 'CALL IN' of Planning Application PL/2022/00943.	

Six Members of the Public left the Meeting

246.21 Clerk, Handyman and Police Reports

Members NOTED the Clerks report.

127.21 Painting of Telephone Kiosk 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
158.21 Electronic Burial System Funding agreed, installation arranged, loading data in March. This will be held on the Citrix system. Members AGREED to close
159.21 Jubilee Club House Up to £1000 allocated to replace kitchenware, and to purchase and install a continuous fill hot water urn, Kitchenware purchased £375 CLOSED. Provision of hot water urn ongoing.
181.21 Broadband and Telephone 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. Ongoing
183.21 – Dogs on Playing Field Agreed to revisit the current signage (relating to dogs) and to investigate further how to manage dogs on the playing area. Ongoing
185.21/222.21 – Land Deeds and Terrier - Resolved to: Further research into the use of the land, to better define its boundary, and to bring a recommendation for the protection of this asset. Nominated Councillors explore the best way to facilitate access to the footpath with the ROW Officer from Wiltshire Council. 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. AGREED to close see Minute Reference 249.21
200.21 Community Meeting From the information gathered at the Community Meeting, the top issues were footpaths, benches and stile. Members agreed to form a footpath Working Party to consider possible clearance of overgrowth by Handyman/Volunteers, check all footpaths are accessible, repair of stiles, digital map of footpaths, noticeboard displaying footpaths and other POI. Creating a safe footpath across the field adjacent to the Parish Hall across the 'Neighbourhood Field'. The Council to consider using funds from the ear marked reserves set aside for Parish

Projects. Clerk to check ownership of stiles with WC Countryside Access Officer. AGREED to close see Minute Reference 249.21
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. 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 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. Ongoing
20.20 Speed Indicator Devices 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 Parish Clerk to locate the Parish Resilience Plan circa 2007, Plan to be updated. Ongoing
20.21/33.21 Review of Cemetery Regulations. AGREED to close, Minute Ref. 251.21
39.21 Office Equipment 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
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 / detail value, maintenance requirements, life expectancy, replacement cost. Ongoing

Police Report

Members NOTED the report and the explanations of the categories depicted in the graphs, with confirmation that included in the statistic and reports encompass the whole area: Lyneham, Bradenstoke, Greatfield, Tockenham, Broad Town, Bushton, Clyffe Pypard, all the areas in between and Lydiard Millicent. Clerk to forward full report to Councillors.

Handyman Report

Members NOTED the report, further regular deposits of canisters and balloons have been picked up from Holburn/Nine Elms 'lay-by'. It was AGREED that the Handyman would pass the photographic evidence to Councillor Sharp to report further.

247.21 Financial Accounts

Members NOTED that all outstanding cricket fees have been paid. Members NOTED and APPROVED the income and expenditure reports and APPROVED the list of payments.

Members considered the financial report, after discussions RESOLVED to:

- pay the two 2019 invoices totalling £180.12 (ex VAT). On the basis that the work had been completed and the Council had not queried them at the time of invoicing, due to lack of financial control during the period.
- Pay the 2020 invoice received from NALC for outstanding training fees, due to lack of financial control during the period the invoice was raised.
- Invoice 12926 – The Contractor states they had not received any instruction from the Council to reduce the areas covered by the contract or complaints. A reduction has been offered as the Contractor confirmed an element of the work had not been completed, as the element had been removed in 2020, Members asked the Clerk to reply to the Contractor in reference to this and to non-cleaning of the Greenhill telephone box.

248.21 Appointment of Internal Auditors

Members APPROVED the appointment of Auditing Solutions as Internal Auditors for the financial period 2021-2022. Members to confirm by 30th September 2022, if they wish the appointment to remain effective for future years. The Clerk was asked to request a change of Auditor for the forthcoming audit.

249.21 **Footpaths Working Party**

Members NOTED the report. At the last meeting, Members approved the four stage project. The aim of the Working Party was to bring to this meeting a costed project to clear and enhance Lydiard Green and clear and open footpaths for submission to the Area Board to secure the £3,000 grant previously awarded. Standing Orders were SUSPENDED during this item to allow neighbours of Lydiard Green to speak regarding the maintenance of the area. Resident 1 said that the water running down the path was only there during the winter months; he clears the nettles from the footpath during the growing season. Resident 2 is happy to carry on looking after Lydiard Green, and has done for many years. They all agreed that the bramble needs to be cleared and the trees need attention. Councillor Allsop thanked them for the what they have been doing. Standing Orders were then REINSTATED. Members considered the detailed proposal, main points were: clearance of the footpath, clearance and redigging of the ditch, the adding of stone to create a hard surface, removal of bramble thicket next to the pill box on Lydiard Green, further clearance of bramble from middle pillbox. The hedges around the Green will also need to cut back and cleared of brambles. There is a tree growing sideways over the pill box on Lydiard Green, permission will be required to remove it from Wiltshire Council. The Parish Council is mindful that it is almost bird nesting season, the minimum amount of work (not affecting the hedges) will be done to clear the footpath over Lydiard Green to the first field until the nesting season is over. The landowner of the surrounding fields believes that the original cart track may lie beneath the mud and brambles running down to the field and this will be investigated with a view to reinstating it if possible. Three interpretation boards will be erected showing the history of the pillboxes.

After consideration, Members APPROVED the detailed proposal and all elements for stages 1-3 = £6,640, costs to be met by:

- submitting the planned project and costings to the Area Board to secure the £3,000 Footpath Grant funding
- allocating the £2,000 in Footpath EMR for this project
- allocating £2,000 from Parish Projects EMR (currently £24,641) to Footpaths EMR for this project

Members NOTED the Working Party update on Stage 4 of the project to connect LMIL38 to LMIL45. The requirements and costs have not yet been fully investigated. It will require further meetings with the landowner and costings for creating a new path along the edge of the field to connect the two footpaths.

3 Members of the Public left the meeting

250.21 **Platinum Jubilee Celebrations**

Members NOTED the report, it was agreed that Councillor Westwood join the Working Party. During this item, Standing Orders were SUSPENDED to allow WC Councillor Bucknell and Colin Tydeman (Parish Handyman) to speak on elements of the proposals, Standing Orders were REINSTATED. Main Celebration Points of report:

- A family friendly event to be held at JCH on Friday 3rd June. Further work will need to be done on the final format. The Church and Primary School have been contacted and some of the users of the Parish Hall.
- The idea of a village fete was discussed but agreed that this would realistically require help from outside of the Council. Members RESOLVED an amount of up to £150 (costs to be met from the Jubilee Celebration code) for the design and purchase of 1,000 flyers and an article to be placed in the Parish Magazine to let residents know about the event, to invite suggestions for the format and offers of help.
- Consideration was given to the three types of beacon, after discussions Members RESOLVED to purchase a portable gas fuelled beacon with accessories. There are two designs, the cost of both designs is £490 (ex VAT) costs to be met from the Jubilee Celebration code) and the cost for two gas cylinders is to be confirmed. Working Party was delegated to choose final beacon design. Councillor Gregory to discuss with a local company the provision and storage of the cylinders.
- The purchase or hire of a marquee was discussed. Members favoured the purchase of a marquee, although size, maintenance, storage and insurance, together with the logistics of erecting/dismantling need to be established. The purchase of a marquee falls

under power S145(1b) of the LGA 1972 (the Council could therefore rent out the marquee for the provision of entertainment under the same power). The marquee would be useful for future events at the Jubilee Club House. Members AGREED further discussion was required. Councillor Curtis offered the use of his marquee – Working Party to investigate all queries raised and options further. Clerk to check insurance for events etc.

- Members considered the purchase of Jubilee coins, two colour (polished nickel with purple enamel in a kraft paper envelope). Members AGREED to wait on ordering until the next meeting, to establish if additional coins can be given by way of donation, as the Council does not qualify for the Power of Competence to sell them. Members APPROVED to purchase a maximum of 750 coins to a maximum of £960 (costs met from the Jubilee Celebration code).

One Member of the Public left the meeting during the above item

251.21 Cemetery Regulations

Members NOTED and considered the draft Cemetery Regulations. Following discussions, Members RESOLVED to adopt the Regulations.

252.21 Recreation Field – Terms of Hire and Cricket Fees

Members NOTED the report and financial information, thanks were given to Councillor Westwood for all of her work. After discussions, Members:

- APPROVED the draft booking form for the use of the Recreation Field and Jubilee Club House
- APPROVED the draft Terms and Conditions of Hire
- AGREED to review the terms and conditions in September 2022
- RESOLVED to increase the 2022- 2023 cricket fees at £125 for weekend matches and £94 for midweek matches
- AGREED to formally advise teams of the new fee structure and Term and Conditions
- REQUEST teams to confirm their intention to play this season in writing following receipt of new fees and Terms and Conditions
- AGREED to send new Terms and Conditions to other users of the facilities
- AGREED for monitoring of the cricket over the season and review the approach in November 2022
- AGREED that discussions should continue with the local cricket league regarding the possibility of other teams using the facilities

253.21 Advisory 20mph Signs Outside of Schools

Members NOTED the report and RECEIVED an update from Councillor Curtis. The information had been received from WC Councillor Allison Bucknell as Chairman of Community Area Transport Group (CATG). 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, to see if they would like the advisory signs, if so to establish in they have an up to date travel plan for an application to be submitted. Standing Orders were SUSPENDED during this item to allow WC Councillor Bucknell to speak on the issue, Standing Orders were REINSTATED

254.21 Membership Update

Members NOTED the updated Membership list, Working Parties membership to be placed on the website.

255.21 Councillor Training

Members NOTED the opportunity to undertake the Introduction to Local Council Administration (ILCA) training. The aim of the course is to provide an introduction to the work of a local Council, the Clerk and its Councillors. The course is in five sections with 12 months to complete. Councillors Allsop, Cole, Curtis, Hill-Wheeler and Westwood expressed an interest. Members RESOLVED to allocate the costs from the training budget at a cost of £105 (ex VAT) per delegate. Standing Orders were SUSPENDED at this point, to allow WC Councillor Bucknell to speak about Planning training. Clerk to liaise with Councillor Bucknell. Standing Orders were RE-INSTATED.

WC Councillor Bucknell left the meeting

256.21 **Legionella Audit and Training – Jubilee Club House**

Members NOTED the report. Main points were:

- As part of the Health and Safety review it was identified that the Jubilee Club House should have the hot water outlet temperatures checked.
- It is an HSE legal requirement for the Council (as the duty holder) and staff to be aware of their responsibilities in Legionella Control Code of Practice Legionella, Control Compliance requirements for any buildings where they are responsible for the public.
- The Council requires a Legionella Audit (Risk Assessment) by a qualified contractor. Rather than outsourcing the regular testing, it is more cost effective for the Handyman to undertake the testing, and the Clerk to have a working knowledge of the legal and testing requirements for Legionella.

Following discussions, Members RESOLVED to set a budget of up to £750 (ex VAT) for the Legionella audit, possible sampling, (costs to be met from JCH Ear Marked Reserves), and the purchase of a Legionella Testing Thermometer (cost to be met from equipment budget). Members APPROVED the training to a maximum of £300 (ex VAT) met from the training budget.

257.21 **Council and Community Representatives**

Members RECEIVED the following updates

Area Board (RWB & C) – next meeting 15 March in Bushton
Community Area Transport Group (CATG) – Councillor Curtis and Gregory Councillor Curtis reported: Parish projects are prioritised by CATG, three projects were put forward, a WC Officer will visit the sites and provide an update at the next CATG meeting.
Community Safety Partnership (RWB & C) – Councillor Sharp Main topic of meeting was speeding, refer to Speedwatch update below
Neighbourhood Watch - Councillor Sharp. Prowler detected on a domestic CCTV in The Butts. A warning has been put on Facebook. Councillor Sharp is to attend the Purton Community Safety Roadshow on Saturday 5 March.
Parish Hall – Councillor Harden Nothing to report
Speed Indication Devices (SID's) – Councillor Sharp The Police Crime Commissioner's (PCC) Office is interested in finding out what SID's are located in Wiltshire and in obtaining information from them to identify to the Police where more targeted speed checks are needed. Councillor Sharp is in contact with their representative.
Speedwatch and Lorry Watch – Councillor Sharp The PCC is looking to buy more speed cameras, they cost £2000-£3000 each. At the last Community Security meeting the Speedwatch Team Leader stated there are Team Leaders in 8 areas and overall 15 Speedwatch Team Leaders in Wiltshire. The Road Partnership has meeting quarterly and Speedwatch Coordinators should attend, he will advise the Co-ordinator for Lydiard Millicent.
Website – Councillor Curtis and Vacancy Nothing to report.

Meeting Closed at 10.06 pm