LYDIARD MILLICENT PARISH COUNCIL MEETING
29 March 2023
held in the All Saints Church Lydiard Millicent
at 7:00pm

Councillors Present:

Cllr S Westwood (Chairman)	Cllr Hill-Wheeler	Cllr M Sharp
Cllr M Allsop (Vice-Chairman)	Cllr M Suleman	Cllr M Suleman

Others in Attendance: 2 Members of the Public

Meeting Clerk: Tina Jones

Public and Councillor Question Time:

- A resident asked if the white lining, could be remarked at Greatfield, as the walking area is not clear
- A resident asked if the trees opposite the houses in Greatfield could be cut back, as cars are forced into the middle of the road. Clerk to investigate both issues.
- A resident asked for an update on the Greenhill Crossroads planning application. The Chairman responded, the Council had been advised that a decision was expected soon, Clerk to request an update for the next meeting.
- Councillor Hill-Wheeler asked for an update on Enforcement Notice (19/000506/ENF) for building without permission Clerk to request an update for the next meeting.
- A resident suggested the Council should be more forceful in dealing with controversial planning applications. He suggested the forming a group to attend Wiltshire Planning meetings to voice the Parish's objections.
- Thanks were given to the Council for the work to the Buryfield footpath.

MINUTES

22.175 **Apologies for Absence**
Apologies were received and accepted from Councillors Hacker, Purcell and Selwood. Wiltshire Councillor Bucknell also sent his apologies. Councillor Suleman gave his apologies, as he had to leave the meeting early, he left after agenda item 22.191.

22.176 **Declarations of Interest and Dispensation Requests**
There were no declarations of interest and no requests for dispensations received.

22.177 **Chairman's Announcements**

- The Council has three vacancies, if anyone is interested to contact the Clerk.
- The drying out process at JCH is complete, plastering and redecorating has started.
- Parish Council meetings move back to monthly from April.

22.178 **Minutes**
Members considered the minutes of the Parish meeting held on 22 February 2023. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman. Members considered the minutes of the Extraordinary meeting held on 16 March 2023, following an amendment, the minutes of the meeting were ADOPTED as a true record and signed by the Chairman

22.179 **Clerk's 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. October, Confirmed, only paint required – Paint ordered, CLOSED.
183.21 – Dogs on Playing Fields Agreed to revisit the current signage (relating to dogs) to investigate further how to manage dogs on the field area – See Minute Reference 22.192. CLOSED
PQT – 7 April (b) and 22 June 2022 (b) 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. UPDATE: The creation of a footpath at this location was originally agreed in 10 phases by CATG. Phases 1 -4 were completed in 2017-2018. The Clerk has contacted WC regarding the instigation of phases 5 – 10, which would connect Lydiard Green to the rest of the village. Further information and details of the scheme to be found, the resident

Chairman…… Dated……

who originally made the request was present and he will look at the information he has. Update: Cllr Hill-Wheeler supplied information from CATG archives and a LMPC report regarding phases 1-4, no information for phases 5-10 has been found. Council minutes of 3 Jan and 4 July 2013 there is mention of the project, further background information is being looked for.

22.41 The Mews - RESOLVED:
Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field and to apply to have the address of current titles updated to the Parish Office. Maximum budget £350 met from professional fees. Meeting UPDATE: Solicitors confirm address change has taken place – TO CLOSE this issue. Land Registry is being chased in respect of the application to upgrade the title.

- Councillors to visit the site, to be arranged, following visit to obtain feedback from residents

22.63 Footpaths
Members agreed to have a dedicated Footpath Group page website to show work completed/ planned, and to ask residents to advise the Group of footpath issues. To be actioned by Councillors.

22.82 Footpath Working Party

- Clerk liaising with WC, regarding permissions required for tree works. UPDATE: Cllr Allsop and Clerk met Tree Surgeon, his advice has been submitted to WC for consideration. Tree application in place, CLOSED
- WC has been contacted regarding land management and the sowing of seeds. The Head of WC Natural & Historic Environment Department has given advice to be written up for WP meeting, CLOSED
- Clearer signage and additional signs have been requested from Wiltshire Council.

Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.

22.106 Lloyds and Unity Accounts
Members resolved to close the Lloyds Account, moving funds to the Unity - all Lloyds direct debits cancelled - Account closed and funds transferred, CLOSED. Application for Unity card has been made

22.107 Community Emergency Plan
Members agreed to write a new Community Emergency Plan with all Members contributing to the document, Councillor Hill-Wheeler leading on the updating process.

PQT from 30 November
Councillor Allsop asked on behalf of a Parishioner if the light in the telephone box (used as a library) as it is lit 24 hours a day, could it be turned off or time reduced. Clerk to investigate and report back – no update available

22.129 - Spot mirror, received and in place. And 5mph signs x 2,1 x children and pedestrian sign– ordered, CLOSED. 22.130 - CCTV installation due in next few weeks

PQT - 22 Feb
A resident asked if anything could be done about the trees opposite the houses in Greatfield, they used to be kept at 6ft, but they are now very high taking out a lot of light to the houses. A request to know who owns the strip of land where all the cars park was also requested. Clerk to investigate.

22.160 Parish Council Signage
Members approved the replacement of the two damaged signs at Lydiard Green and Greatfield, and the request to re-site the Lydiard Green signs to a new position as the current position makes it prone to damage. Ordered, CLOSED.

22.161 Play Area Inspection
Members delegated to the Clerk and Handyman to investigate the cost of replacing the bark with a different surface and to obtain quotes for repair/replacement of equipment.
Members approved the repair to the area around the gate. UPDATE: Repair completed, CLOSED

22.162 War Memorial Clock
The back up battery as been The Chairman and the Clerk have meeting with the Parochial Church Council to discuss future management of the funds. – See Minute Reference 22.186. CLOSED

22.163 Local Highway and Footpath Improvement Group (LHFIG)
Members approved:

- the Traffic Survey forms submitted were for Speedwatch locations at Greatfield, Holborn, Lydiard Green, Stone Lane and The Beeches – have all been sent and acknowledged estimated June/July
- The Traffic Survey Request Form to enable a traffic survey metro count to take place at Greenhill, has been sent and acknowledged estimated June/July
- the Highways Improvement Request Form submitted by All Saints Church PCC for traffic measures to reduce speeding, has been sent to LHFIG
- the Highways Improvement Request Form for the Caso Palo Area. Members had approved the raising of the request at the last meeting, this has been sent LHFIG. CLOSE

Chairman…… Dated……

22.180 **Financial Accounts**

Members NOTED:

- two companies have increased their charges from April 2023.
- Internal Audit 2022-2023 will take place in April
- External Audit 2022-2023 - all documentation must be submitted by Monday 3 July 2023, Members will review the submissions at the Parish meeting to be held on 29 June 2023.
- The review of the Council Finances/accounts has been checked and verified by Councillors Hill-Wheeler and Selwood to the end of February 2023.
- The Lloyds Bank account has been closed and funds transferred to Unity

Members:

a. NOTED and APPROVED the expenditure report for 23 February to 28 March 2023
b. NOTED and APPROVED the income report to 28 February 2023
c. NOTED and AUTHORISED the list of payments

22.181 **Volunteer Footpaths Group**

Members NOTED and APPROVED the recommendation to cover the 3rd Party Insurance for the group to a maximum of £200 (two hundred pounds) and to purchase PPE requirements. Costs met from the allocated Volunteer Footpaths Group budget.

22.182 **Community Environmental Tool Kit**

Members NOTED the document, Councillors Suleman and Purcell (as representatives of the Council on the Area Board's Environmental Forum) will review the document, and report on whether an Environmental Plan is required.

22.183 **Policies**

Members CONSIDERED and APPROVED the ADOPTION of:

a. an Assets and Disposal Policy
b. a Complaints Policy
c. a Documents Retention Policy
d. an updated Risk Register – this document has been updated from the document approved in 2022 - Health and Safety, Jubilee Club House, and Recreation Field, some of the risks had been amended/reduced following the implementation of safeguarding procedures.

22.184 **King's Coronation**

Members NOTED the report, and APPROVED the provision of a 'Afternoon Tea in a Box' to all identified residents who are housebound and unable to attend any Coronation events. Posters to be placed in noticeboards, the Doctors Surgery and on social media. Members APPROVED the provision of commemorative planters/benches with optional locations appearing in the Spring Newsletter for residents' input. Costs for the Afternoon Tea In A Box to be met from the Coronation budget, benches/planters from CIL funds. Locations etc to be APPROVED following residents' input.

22.185 **Planning Applications**

Members NOTED the following Wiltshire Council Decisions:

Application: PL/2023/00652 – Proposed Works to Trees in a Conservation Area **Applicant Name:** Mr I Hill **Address**: Longhouse, 1 Lydiard Green, Lydiard Millicent, SN5 3LP **Proposal:** Weeping Willow tree - Remove the dead wood from within the tree canopy to prevent injury from falling branches - A maximum 20% crown reduction to rebalance the tree. **Decision:** Approved with Conditions
Application Ref PL/2023/01188 - Proposed Works to Trees in a Conservation Area **Applicant Name:** Holmes **Address**: Manor House, Church Place, Lydiard Millicent, SN5 3LS H1 - Conifer hedge in rear garden: Reduce the height back to previous points (approximately 50%) to improve appearance, reduce encroachment onto neighbours and enable easier future works to maintain as a hedge. Also remove approximately nine smaller suppressed stems (about 4 inches in diameter) with low vitality to enable re-planting**.** **Decision:** No Objection
Application Ref PL/2023/01014 - Works to a Protected Tree **Applicant Name:** Holmes **Address**: Manor House, Church Place, Lydiard Millicent, SN5 3LS **Proposal:** T1 - Yew Tree - Crown raise up to a height of 2.5 metres, Prune back mid crown by up to 2 metres **Decision:** Approved with Conditions

Chairman…… Dated……

Members RECEIVED a report from Rota Group A and CONSIDERED the following applications:

Application: PL/2022/08382 - Removal or Variation of a Condition **Applicant Name** Mr P Frattini **Address:** Casa Paolo, Purton, SN5 5JX **Proposal:** Variation of Condition 2 of 19/09567/FUL in Relation to Amendments of Approved Plans
Members RESOLVED to make NO OBJECTION.
Application: PL/2023/01544 - Notification of proposed works to trees in a conservation area **Applicant Name** LMPC **Address:** Lydiard Green, Lydiard Millicent SN5 3LP **Proposal:** Ash tree, remove & grind out, Leylandii, remove & grind out, Horse Chestnut, remove & grind out, Lime, remove & grind out, Goat Willow, pollard by 50%, Goat Willow, remove**.**
Members RESOLVED to make NO COMMENT
Application: PL/2023/02061 - Notification of proposed works to trees in a conservation area **Applicant Name** Mr A Hornby **Address:** Lydiard Farm, The Street, Lydiard Millicent, SN5 3LU **Proposal:** Trim for a height of 3-4meters- prune Willow trees that run down the boundary of the house. Remove the 4 Conifer trees that are large and very close to the front of the house**.**
Members RESOLVED to make NO COMMENT.
Application: PL/2023/02030 - Full planning permission **Applicant Name:** Mr A Birch **Address:** 39 Stone Lane, Lydiard Millicent, SN5 3LD **Proposal:** Sub division of 39 Stone Lane in order for the annex to be used as a dwelling.
Members CONSIDERED the information as presented, and AGREED to object on the grounds of parking issues, however more information became apparent from the submitted planning documents, confirming there are no parking issues. Members present at the meeting considered the new information and AGREED to make a NO OBJECTION response to the application.

22.186 **War Memorial Clock**

Members NOTED the report – main points:

The Chairman, Vice-Chairman and the Clerk met with representatives of the Parish Church

A representative of the Church, will undertake the oiling of the mechanism, currently this is mainly the responsibility of Mr H Benn, along with Mr J Halstead (churchwarden)

The Clock is insured under the policy of All Saints Church as it is fixed to the building

Following discussions, Members RATIFIED that due to the historic evidence the Parish Council is the custodian of the War Memorial Clock, both for the donated funds and for its the future maintenance. Members APPROVED the addition of the War Memorial Clock to the Asset Register, at a gifted cost of £1.00 (as it was purchased by public donation).

22.187 **Spring Newsletter**

Members NOTED the report and APPROVED an amount of £200 (two hundred pounds) for printing the newsletter met from the Newsletter budget and excess cost met from the printing budget. Members AGREED to add information relating to the Lydiards Magazine, the Community Facebook page and contact details for the Parish Council.

22.188 **Annual Parish Meeting and Annual Council Meeting**

The meetings are to take place on 11 May 2023, at the Parish Hall. Members AGREED to the same format as used in 2022. Councillor Hill-Wheeler agreed to be responsible for display board content. Clerk to check availability of display boards. Councillor Hacker will provide refreshments. Chairman, Vice-Chairman and Clerk to confirm elements of the Annual Parish Meeting.

22.189 **Parish Meetings**

The Parish Council is struggling to find an alternative venue, as the Parish Church is not suitable long term. The Parish Hall has no availability. The Jubilee Club House is not suitable as it is. Members considered the possibility of enlarging the main hall and solving the acoustics issue, which would take time, if viable. Clerk to contact the Football Association and source cost for alterations. Members APPROVED the meeting dates for 2023-2024:

Thursday 1 June	Thursday 12 October	Thursday 1 February
Thursday 29 June	Thursday 2 November	Thursday 7 March
Thursday 3 August	Thursday 7 December	Thursday 4 April
Thursday 7 September	Thursday 11 January 2024	Thursday 2 May

Chairman…… Dated……

22.190 **Information Received** – Members NOTED:

a. How to find the Great Western Hospital on the NHS app
b. The Government Energy Support Schemes Update
c. Reforms to National Planning Policy
d. Wiltshire Council School Places Strategy
e. Availability of University bursaries

22.191 **Civility and Respect Pledge**

Members considered the request from Society of Local Clerks to adopt a Civility and Respect Pledge. Following discussions, Members RESOLVED not to adopt the pledge at the present time.

22.192 **Dogs on Playing Field and Signage**

Members NOTED the report - main points were:

- Since the removal of free bags from the Recreation Field, the Parish Handyman is picking up very little dog waste, from the playing areas
- However, filled bags are being left around the tarmacked area of the Jubilee Club House.
- For environmental reasons, the bin at the Club House cannot have dog waste put in it.

After discussions, Members RESOLVED to replace the gate entrance sign, with a similar sign also placed on the Jubilee Club House

The new signs to incorporate: Contact details for the Parish Council, a request for dogs to be kept on the perimeter of the field and to be kept on leads at all times, and advice on where the nearest waste bin is located

Members APPROVED the cost to produce the two signs of £132.00 (one hundred and thirty-two pounds) met from Jubilee Club House maintenance.

22.193 **Action Plan 2021 -2022**

Members NOTED the Internal Auditors report produced following the 2022-2022 internal audit, which was previously reviewed by Council in July 2022. From the 23 points raised, only one has not been addressed, which was a recommendation to use a risk management software package. Since the audit the Council has adopted a risk register and use the services of a Health and Safety company.

22.194 **Climate Change Summit**

Members NOTED the opportunity to attend a one-day virtual summit on Climate Change taking place on Wednesday 26th April. Councillors Suleman and Purcell (who were not present) are the Council's representatives for environmental matters. The Clerk is to offer them the opportunity to attend, the training cost of £240 (two hundred and forty pounds) was approved from the Training budget, should they wish to attend.

22.195 **Council and Community Representatives** - Members RECEIVED the following updates:

Area Board - Cllr Allsop attended the 14 March meeting, Members NOTED the report, Main Points: • Fostering: Currently there is a fostering recruitment drive currently. Three of the Wiltshire Councillors told of their positive experiences of fostering. • Banking Hub Negotiations: Lloyds are currently at Lime Kiln Leisure Centre on Thursdays for non-cash items. There is hope that a location for the hub will be agreed shortly. • Local Highways and Footpaths Improvement Group (LHFIG): There is a nationwide shortage of engineers. Not all of the money in the budget has been spent for 2022/23 and Wiltshire Council will be rolled over to the next financial year.
Footpath Volunteer Group – Councillor Allsop: - covered under Minute Reference 22.181
Speed Indication Devices (SIDs) – The Parish Handyman is now responsible for changing the batteries and SID locations
Speedwatch and Lorry Watch Cllr Sharp: requests for metro counts have been acknowledged by Wiltshire Council and confirmed as on the list for action.

Two members of the Public left the meeting

Chairman…… Dated……

22.196 **Exclusion of the Public and Press**

Members RESOLVED – That the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda, this is due to the confidential nature of the items being considered, under the Public Bodies (Admission of Meetings) Act 1960.

22.197 **Staff Issues**

Interviews for the position of Administrator were conducted by The Chairman, Vice-Chairman and Parish Clerk. Discussions have taken place with the HR Company. After discussions, Members APPROVED the recommendations, an appointment will be made in the near future

22.198 **Land Issues**

Members NOTED the information and RECEIVED a verbal update from Councillor Allsop.

- The amended title deed document relating to the Jubilee Club House has been received
- Title deeds to other areas to be checked
- The Solicitor has sent a letter to representatives.
- Solicitors are unable to take forward the land register request at the present time, Clerk to withdraw instruction.
- Councillor Allsop is progressing the possibility of a permitted path.

Following discussions, Members APPROVED:

- That Councillor Hill-Wheeler would take forward the land registry request.
- the appointment of WebbPaton in regard to the Basic Payment Scheme application

Meeting Closed at 9.12pm

Chairman……. Dated……