

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

Councillors Present:

Cllr S Westwood (Chairman) Cllr C Hacker Cllr M Purcell Cllr R Selwood
Cllr M Allsop (Vice-Chairman) Cllr M Sharp Cllr M Suleman

Others in Attendance: 18 Members of the Public, Wiltshire Councillor Bucknell and Colin Tydeman (Parish Council Handyman)

Meeting Clerk: Tina Jones

Public and Councillor Question Time:

A resident asked if any relevant correspondence could be included on the agenda, to ensure it was either not flagged up or lost. The Clerk advised that if any correspondence was received that was relevant it would be included on the agenda.

MINUTES

22.135 Apologies for Absence

Apologies were received and accepted from Councillor Hill-Wheeler.

22.136 Declarations of Interest and Dispensation Requests

No Declarations of Interest were made and no requests for Dispensations had been received.

22.137 Chairman's Announcements

- As several Parishioners were present to comment on planning application PL/2022/00239 and PL/2022/08676, The Chairman asked Members to approve the move of Planning Applications further up proceedings. Members unanimously AGREED.
- The Council has three vacancies, following the resignation of Luke Curtis.
- Councillor Allsop today (11 January) attending a Strategic Planning Committee meeting in Trowbridge regarding planning application, PL/2021/06519 - Purdys Farm, Wood Lane, Braydon, SN5 0AH – the Parish Council had objected and called in this application. The decision of the Strategic Committee was to approve the application with conditions.
- Just before Christmas there was a significant issue at the Jubilee Club House due to the cold weather. Thanks, were given to the Clerk and Handyman for all their work dealing with the matter.

22.138 Minutes

Members considered the minutes of the Parish meeting held on 30 November 2022. The minutes of the meeting were ADOPTED as a true record and were signed by the Chairman.

22.139 Wiltshire Councillor Report

Wiltshire Councillor Bucknell reported that the main issue currently is flooding due to the excessive rain, although no flooding issues have been received from the Lydiard Millicent area, if any flooding does occur, residents were asked to notify Wiltshire Council.

22.140 Planning Applications

Members NOTED the following Wiltshire Council decision to approve with conditions.

Application Ref PL/2022/007981 - Householder Application	Applicant: Miss Allen
Address: 3 Greatfield, SN4 8EQ	
Proposal: Retrospective First Floor Rear Extension with 3No Gables	

Members CONSIDERED the following applications:

Lawful development: Existing Use PL/2022/09465	Address: Riffs Bar, Greatfield, SN4 8EQ Proposal: Certificate of lawfulness for use of property as a single dwelling house (Use Class C3)	Applicant: Mr A Pett
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Members RESOLVED to make NO OBJECTION.

Householder Application PL/2022/09409	Address: 3 Chestnut Springs, Lydiard Millicent SN5 3NA Proposal: A loft conversion to include dormer and roof windows	Applicant: J Burley
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Members RESOLVED to make NO OBJECTION, although the Council requested clarification regarding the number of windows being installed due to the inconsistency in the documents.		
Householder Application PL/2022/09390	Address: 3 Chestnut Springs, Lydiard Millicent SN5 3NA Proposal: A single storey rear extension	Applicant: J Burley
Members RESOLVED to make NO OBJECTION.		
Full Planning Permission PL/2022/08676	Address: 8a Greenhill, SN4 8EH Proposal: Change of use and retrospective permission for the laying of hardstanding on an area of land previously used for mixed agricultural and equestrian purposes. The applicant has dedicated an area, that was previously a grass yard used for the grazing of horses by the previous owners of the property, for parking his own vehicles and horse trailer	Applicant: Mr J Buckland
STANDING ORDERS were SUSPENDED to allow Members of the Public to ask questions. WC Councillor Bucknell answered planning questions and explained various processes to those present. STANDING ORDERS were REINSTATED, Members RESOLVED to OBJECT to this application and requested WC Councillor Bucknell CALL IN the application for the following reasons: Reasons: The site plan shows that these properties all border onto open fields and woodland. What may not be clear from the plan is that the entrance to the hardstanding area is not attached to 8a, but is between 7 Greenhill and Cotswold Heights. The hardstanding extends across 7 and 8 Greenhill and is overlooked by Cotswold Heights, 8a and the Idyll (next to 8a). The site plan shows the hardstanding finishing before the road, but it does extend to the road, presumably across the land at number 7. The application states that the site is not visible from the road, however the access track and part of the site is clearly visible from the road. Wiltshire Core Strategy: A recent application to enclose part of a field into a garden at Stone Lane (ref PL/2021/04439) was rejected because of conflicts with core policies 51 and 57 of the Wiltshire Core Strategy, and this has some relevance here. <u>Core Policy 51</u>: The development as it stands does not meet these requirements. It has replaced an open field and post and rail fencing with hardcore and closed fencing, giving the area an industrial look, and access to the area is between two neighbouring properties (Cotswold Heights, and 7 Greenhill). Even if the area is used purely for private parking for the applicant, the expectation is that there would still be some noise and light pollution early and late in the day. <u>Core Policy 57</u>: The development is not sympathetic to the area, and will have a negative impact on neighbouring properties. Members of the Council: • suggest that should the Planning Department be minded to approve the application, the parking area needs to be reduced in size and made more visually appealing. • request that should the Planning Department be minded to approve the application, a limitation is implemented to ensure that the parking area is purely for private use. • would like to know which new planning use class is the application • Would like justification for the change of use (based on the use class and planning policies • are sympathetic to the needs of the applicant, and understand the requirement for space to park and store vehicles and equipment related to the applicants' profession, the hardstanding is considerably larger than required for his stated needs and has not been implemented in a way that complements the local environment.		
Full Planning Permission PL/2022/00239	Address: Land East of Restrop, Lydiard Millicent SN5 3LP Proposal: Change of use of land to use as a residential caravan site for 12 gypsy families, each with two caravans including no more than one static caravan, together with laying of hardstanding, construction of driveway and installation of package sewage treatment plant.	Applicant: Mr P Varey
STANDING ORDERS were SUSPENDED to allow Members of the Public to ask questions. WC Councillor Bucknell answered planning questions and explained various processes to those present. This is not a new application - Wiltshire Council had requested several reports following the original application and those reports have now been submitted for consideration. Concerns related to flooding, highways, landscaping and drainage. STANDING ORDERS were REINSTATED. Council Members resolution to OBJECT to this application was originally made on 22 February 2022 at Minute Reference 228.21 and still stands. Following the submission of the new information, at this meeting Members AGREED that there are a number of inaccuracies in the Landscape and Visual Impact Assessment, the Ecological Appraisal and the Flood Risk Assessment. The document that raised the most concerns was the Transport and Highways Technical Note, which includes information from a traffic count that was undertaken between 21st and 27th April 2022. The document states that full details from the traffic count are included in Appendix A, but Appendix A just shows a site layout. The report should be updated to include the full dataset.		

Members RESOLVED to request that a full traffic survey takes place at the bus stop during term time when there are no local road closures, to give a true indication of traffic volumes and speeds in both directions at all times of the day and night. Members AGREED that the Parish Council would be happy to position one of the Parish Council's Speed Indicator Devices at Greenhill to capture this information if required. Members believe the flood assessment fails to address adequately surface water, in an area where the run off may exacerbate existing risks of flooding, including the road between Lydiard Green and the Crossroads and Restrop Road itself. Members also requested that the other reports that have been provided are checked for accuracy as sections appear to be cut and pasted from each other and from previous reports.

Wiltshire Councillor Bucknell and 16 Members of the Public left the meeting

22.141

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. Oct - Confirmed only paint required – Clerk to purchase
183.21 – Dogs on Playing Field Agreed to revisit the current signage (relating to dogs) to investigate further how to manage dogs on the playing area.
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 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: - to instruct Solicitors involved in the process to apply for title absolute for the Recreation Field and to apply to have the address of current titles updated to the Parish Office address budget of a maximum of £350 met from professional fees Councillor Hill-Wheeler to work with the Clerk to take this forward Letter and copy documents sent – Update Solicitors confirm work is progressing - 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.
22.81 War Memorial Clock Members resolved to take over the responsibility for the funds to hold for the maintenance of the War Memorial Clock. Once the transfer of funds has been completed the Parish Council will consider the purchase of a back up battery to cover breaks in power supply. Update: Transfer in progress.
22.82 Footpath Working Party - Clerk liaising with WC, regarding permissions required for tree works, to meet with Tree surgeon in New Year. - Clerk to contact WC, regarding land management and the sowing of seeds. Waiting response - Clearer signage and additional signs to be obtained 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 Account and apply for a Unity MultiPay card. Update: cancellation of direct debits and application for Unity card are in progress
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 a. 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 b. Councillor Purcell asked on behalf of a Parishioner if something could be done in regard to the speeding traffic at the crossing point on the Purton Road, the junction from The Ridgeway Farm development to the mini roundabout near to what was the Caso Palo restaurant, As people crossing there cannot see around the bend and there are no barriers in place, but there are

barriers if you cross from Ash Close. Meeting Update: A LHFIFG Highways Improvement Request Form to be presented to the next meeting for consideration
22.125 Charging Review Members resolved to keep the cricket fees at the same level for the 2023 season, with a meeting to be arranged with the teams advising that the standard of field maintenance will remain the same as for the 2022 season, as fees are not being increased. Casual user hire for the main hall is to be discussed in more detail in the New Year.
22.133 CCTV - Installation planned for next few weeks.
39.21 Office Equipment A budget of £1000 to purchase: Office 365, Laptop, Monitor, Full Size Keyboard /mouse, quote for chair required. CLOSED, new review of office requirements to be completed.
Jubilee Club House Update – Plaster and some tiles are being removed from the affected rooms, sensors are in place to monitor the moisture readings. Once completely dry the wall will be plastered and painted, this could take a number of weeks.

22.142 Financial Accounts

Members:

- NOTED and APPROVED the expenditure report for December to 1st January 2023
- NOTED and APPROVED the income report to 31 December 2022
- AUTHORISED the list of payments

22.143 Cemetery Fees

Members NOTED the report and following discussions RESOLVED to increase burial fees from 1st April 2023.

Full Burials	Fees	Cremated Remains	Fees
Grant of Exclusive Rights	328.00	Grant of Exclusive Rights	224.00
Interment over 18 years	310.00	Interment over 18 years	210.00
		Interment in Full Grave	210.00

22.144 Staffing Issues

- Members NOTED and APPROVED the decision made by the National Joint Council (NJC) - employees will receive an additional day's leave from April 2023 (pro rata for part time employees). Both the Parish Clerk and Handyman have contracts based on this agreement and are therefore entitled to the additional leave.
- Members NOTED that the current contract for cleaning at the Jubilee Club House ends in March 2023. Members APPROVED the Personnel Committee's recommendation to contract the work out to a small local business, the new contract will be for 5 hours per week, 2 of the hours to be on a Monday following weekend football/cricket. The remaining hours to be decided. Members APPROVED a budget of £6,500 for replacement cleaning services.
- Members NOTED and APPROVED the recommendation from the Personnel Committee for a part-time Administrator (approximately 5 hours per week) and approved the job description. It was noted that a significant proportion of the Administrator's role is either new, or currently undertaken on an ad hoc voluntary basis by Councillors, the new role will also be to assist the Clerk, recruitment to start as soon as possible.
- Members NOTED and APPROVED the recommendation from the Personnel Committee, to increase the Clerks hours from 15 to 20 hours per week (subject to the decision made at Minute Reference 22.146). If Members opt to return to monthly meetings, there will be additional work related to this with management of the part-time Administrator. It was noted that the Clerk is already doing extra hours on a regular basis.

22.145 2023-2024 Precept

Members NOTED the report and precept analyses. Members APPROVED that expenditure relating to any Coronation celebrations would be funded from General Reserves. Members RESOLVED to set a precept for 2023-2024 of £59,919 equating to a Band D charge of £76.32, an increase of 4.17p = 5.78%.

22.146 Parish Meetings

Members NOTED the report and following discussions, Members RESOLVED to move the Parish meeting day to Thursdays and to meet monthly. At the moment the Parish Hall is not

available on Thursdays. The Jubilee Club House is to be considered as a venue, to be discussed further at the next Parish meeting.

22.147 **Footpath Working Party**

Members RECEIVED a verbal update from Councillor Allsop: Wiltshire Council has advised that if support is required from Wiltshire Council, then the Volunteer Working Group need to be registered with Wiltshire Council as a Volunteer Group This would give the volunteers access to wood, for stiles, equipment etc. The Clerk has contacted Wiltshire Council regarding registration.

22.148 **Local Highway and Footpath Improvement Group (LHFIG)**

The Parish Council's Priority A project is Greenhill Crossroads. The project is to address the speed of vehicles approaching the crossroads from the directions of Purton and Greatfield. With additional measures, put in place to ensure that motorists exiting Greenhill and Lydiard Millicent can see in both directions and have time to safely exit the junction. The Principle Engineer for Wiltshire Council Highways advised that everything that could be done, is in place, although the road markings could be repainted, the rumble strip renovated and a Speed Indicator Device (SID) could be installed. Members considered the recommendation and APPROVED a 25% contribution of approximately £200 (two hundred pounds) for a fixed post, brackets and socket for a Speed Indicator Device met from the Funds set aside for LHFIG project. Members AGREED to request a new traffic survey metro count takes place at the Crossroads, as recommended by LHFIG.

1 Member of the Public left the meeting

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

Area Board - Cllr Westwood: the next meeting is on 18 th January in Purton Village Hall
Local Highway & Footway Improvement Groups LHFIG - Cllrs Purcell and Suleman: Councillor Purcell volunteered to be a representative. Next meeting is on 22 February.
Community Carers Group - Cllr Hacker gave a verbal report from the meeting held on 30 November, it included a discussion on 'Home Instead Care and Community Support' and a Warm Spaces update, there may be a local area directory produced for this. A Parkinson's UK event is being held at Cricklade House on 23 February. Next meeting 25 January
Community Safety Forum - Cllr Sharp: Meeting to be held on 13 January
Environmental Forum – Councillors Purcell and Suleman: - No report
Footpath Volunteer Group – Councillor Allsop: - No report – covered under 22.147
Neighbourhood Watch (NHW) - Cllr Sharp: PCSO Mo Beasley now covers the area and does include the Jubilee Club House in the round. The Community Police Van will be at the Parish Hall on 16 February for everyone to pop along and meet the local team and ask questions.
Parish Hall - Cllr Allsop: Councillor Sharp reported that maintenance work was underway, repair of a blown double-glazed window, the bubbly kitchen floor was dues to a leak in the ladies' toilets, it has been repaired and the floor is to be replaced.
Speed Indication Devices (SIDs) - Cllr Sharp reported the batteries have been changed but there are issues which need to be addressed in the future
Speedwatch and Lorry Watch Cllr Sharp: No report
Website – No report

3 Members of the Public left the meeting

22.150 **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.

22.151 **Land Issues**

Members received a verbal update from Councillor Allsop. The Solicitor has sent a letter, discussions to take place with the Solicitor.

Meeting Closed at 8.41pm