

Wiltshire Council (Parish of Lydiard Millicent) (Appointment of Temporary Councillors) Order 2021, issued under section 91 of the Local Government Act 1972, has directed five people to attend this meeting. They will be present until such time as co-option or election from within the parish can take place, and Wiltshire Council withdraws the order.

MINUTES of the Ordinary meeting of Lydiard Millicent Parish Council held on Thursday, 29th April 2021 at 7.00pm. Due to COVID-19 restrictions this meeting was held remotely.

PRESENT Cllrs: Bob Jones (Chairman), Melanie Allsop, Allison Bucknell, Catherine Hacker, Derek Harden.

Officers Mrs Deborah Bourne (Clerk),
 Mr Colin Tydeman (Handyman)

Also

Present Eighteen (18) members of the public

Public Question Time: Members of the public addressed the Council.

042/21 Apologies for Absence

Apologies for absence were received from Cllr Chris Hurst, and Jacqui Lay.

043/21 Declarations of Interest or Dispensations

There were no declarations of interest in matters due to be discussed at this meeting. No Councillor requested a dispensation to be considered in respect of items on this agenda.

044/21 Minutes of the Previous Meeting

Councillors were not able to adopt as accurate the minutes of the previous meeting held on 1 April 2021.

It was proposed by Cllr Jones, seconded by Cllr Bucknell that all changes should be agreed en bloc rather than at each individual amendment. This was agreed and
RESOLVED to accept changes that followed:

- i. Councillors Present: Wiltshire Councillors to be distinguished from Parish Councillors.
- ii. 028/21 Officer Advice to be removed as it did not form part of the minutes.
- iii. 028/21: replace refused with *deferred* under Corona Energy
- iv. 028/21: Add *The Clerk was instructed to pay the normal monthly salary until the matter was resolved.* Under ii Clerks Salary.

- v. 029/21 Grounds Maintenance Contract: Remove the words *regarding frequency and location of cut* and replace with the words *on the Grounds Maintenance Contract*; also remove the words *of the new administration*
- vi. 029/21b Remove the words *elected parish* from within the resolution.
- vii. 031/21a the following words added at the end of the first paragraph: *including the refusal of access by the owners of The Sun Inn.*
- viii. 031/21a *usage* changed to *footfall* and *warrant this to warrant the.*
- ix. 031/21b remove the words *Rights of Way Officer via the* and add the words *or the Parish Clerk* after *MyWiltsApp*.
- x. 031/21b Remove paragraphs 3 and 4 completely from *Landowners have..... Wiltshire Council website*
- xi. 033/21 Replace the words *his written report* with *a report* and change *He calculated to* *Based on data provided by the Clerk*
- xii. 033/21 The words *Proof of residency for 3 years is required and Grants of Exclusive Rights will remain* to be added at the end of the resolution.
- xiii. 034/21 Remove the words *his written report* and replace with *a report*.
- xiv. Remove the words *for this Council* and *needed by responsible employers.*
- xv. 034/21 Add the words *per month* after *£106.00*
- xvi. 035/21 Add the words *with sourcing a provider* after *assistance*
- xvii. 036/21 replace *needing some security immediately* with *and requiring emergency assistance.*
- xviii. 036/21 Remove the paragraph *Employees expect the Council.* as this is not relevant to the minute.
- xix. 036/21 Remove the word *ideally* from the Resolution.
- xx. 038/21 Insert the words *via the Clerk* between *Handyman to* and *purchase*
- xxi. 039/21b Insert *the* between *authorise* and *Clerk*. Remove *to protect* and *while working alone*. Add the words *as a lone worker* to the end of the resolution.

045/21 Clerks Report

The clerks written report was noted.

046/21 Finance

- a *Payments:* The Council considered the payments due on the previously circulated schedule.

RESOLVED that two Councillors from Cllrs Allsop, Hacker and Harden release the payments.

- b *Banking arrangements:* No instructions were given regarding the Banking arrangements.
- c *Accounting & Audit procedure:* No consideration was given to this agenda item.

047/21 Planning

- a *Decisions:* There were no decisions to note this month.
- b *Applications:* The applications listed below were considered:
 - i. 21/02349/FUL – 31 Stone Lane, Lydiard Millicent
Erection of stables
 - ii. 21/02348/FUL – 31 Stone Lane, Lydiard Millicent
Single Storey Extension
 - iii. PL/2021/03021 – 2 Linden Close, Swindon
Single Storey Rear Extension with Kitchen and Seating area.
 - iv. PL/2021/03091 – 10 Forge Fields, Lydiard Millicent
Proposed two storey and single storey rear extensions
 - v. 21/01281/FUL – 4 Greatfield
Remove outbuildings and sunroom.
Replace with Orangery
 - vi. PL/2021/03895 – 69 Chestnut Springs, Lydiard Millicent
Proposed two single side extensions and alterations

There were no comments to any of the above planning applications.
RESOLVED to support all the above Planning Applications.

048/21 Review of Website Content and Electronic Mail

RESOLVED that staff e-mails are changed to reflect their job title rather than individual names, to promote a more professional image.

deborah@lyd.... will become clerk@ lydiardmillicent-pc.gov.uk
Colin@lyd.... will become Handyman@lydiardmillicent-pc.gov.uk

049/21 Website

The Chairman had noticed that information on the website did not align with current documentation held physically. Discussion included:

- Need for updating, remove out of date information
- Looks very unprofessional
- Consider suspending website, replacing with “Under Construction” statement.
- Needs a complete review.

RESOLVED to include the website in the Councils Policy Review, establishing a legal and friendly site that can be used by the whole parish.

050/21 Postal Address for Jubilee Club House

It was noted that there is no official Royal Mail postal address for the Jubilee Club House.

RESOLVED that Cllr Allsop apply for a postal address from the Royal Mail for the Jubilee Club House and Recreation Field.

051/21 Standing Orders and Financial Regulations

- a It was noted that the Councils Standing Orders and Financial Regulations were due to be reviewed in November 2020.

RESOLVED that Standing Orders and Financial Regulations be reviewed as a matter of urgency and brought before the Council at their next meeting.

- b *Independent Consultancy:* It was suggested that an independent consultant be appointed to carry out a review of the Councils practices and procedures, in order to help “Reset” the Council.

RESOLVED that an amount not exceeding £10,000 (ten thousand pounds) be taken from the General Reserves to fund this project. There was no money placed within the 2021/2 budget for this review.

052/21 Update on new cooker for Jubilee Club House

Cllr Hacker updated members on the search for a new cooker at Jubilee Club House. Although it is possible to purchase a cooker for the original budget of £350, the additional work needed to get the appliance installed could amount to at least another £200 (£550 in total). This is a large extra expense when it is not yet known how the hall will be used.

RESOLVED to defer purchase of a cooker for the Jubilee Club House kitchen.

053/21 Letter of Complaint

The chairman gave a verbal update regarding his investigations into a complaint received following a Council meeting in December 2020. The complaint was against a resolution made by the Council and should not be changed for at least six months unless there is new material documentation available.

RESOLVED that the chairman writes to the complainant with his findings. The issues raised in the complaint will need to be addressed as part of the broader updating of policies and procedures.

054/21 Freedom of Information Requests

The Council has received a number of Freedom of Information requests under the Freedom of Information Act 2000. Section 12 of the same act states it may not be necessary to comply if the cost is prohibitive (£450).

The requests mainly refer to the purchase of land next to the Parish Hall in Lydiard Millicent, and financial information as required under the smaller authorities (Transparency Requirements) (England) Regulations 2015. There have been unsuccessful searches for related documents previously within the Councils records. Solicitors who originally acted on the Councils behalf have been contacted requesting any information they may still retain on land purchased by the Parish Council.

RESOLVED that the clerk writes to the councils' solicitors asking if reports can be found quickly, to limit the costs. Further RESOLVED that the financial information requests will be answered as the website is overhauled.

055/21 Adoption of Financial Risk Assessment

Adoption of this risk assessment was deferred at the meeting held on 1st April 21. In consultation with the chairman, changes to the Risk Assessment from 2019/20 were highlighted in red for ease of reviewing.

RESOLVED that this item is again deferred. The clerk will meet with members to discuss changes in greater detail.

056/21 Review of Asset Register

As part of year end accounts various documents must be placed before the Council for adoption. One such document is the Asset Register.

This Register was discussed at length. It was considered to have no value to the Council and therefore they could not agree to adopt this document.

RESOLVED not to adopt the Asset Register in advance of the Annual End of Year Returns demanded of local councils.

057/21 Update on Future Meetings

Temporary legislation introduced in March 2020 enabled Local Council meetings to be held virtually. The legislation end date is 6 May 2021, when Councils will be required to meet in person.

This has caused some difficulty throughout England and Wales, where the usual meeting venues will not be suitable or available for such an activity. Hertfordshire CC, Lawyers in Local Government and the Association of Democratic Services Officers are pursuing a High Court challenge, arguing the Local Government Act 1972 should be interpreted as allowing virtual meetings. The challenge was considered in the High Court on Wednesday 21 April 2021, when a ruling was announced:

“..... The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts”.

057/21 Date of Next Meeting

The next meeting of Lydiard Millicent Parish Council will be its Annual Meeting to be held on 13 May 21. This will be the first meeting of the new administration.

The meeting closed at 8.56pm

*Subsequent to meeting the date of the Annual Meeting was changed to 20 May.

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Chairman