

LYDIARD MILLICENT PARISH COUNCIL MEETING
5 June 2024
held at the Jubilee Club House, Lydiard Millicent
at 19:02 hrs

Councillors Present:

S Westwood, Chairman S Chalker C Hacker S Hill-Wheeler R Selwood
M Allsop, Vice Chairman M Suleman

Others in Attendance: 5 members of the public, Parish Handyman C Tydeman and Tina Jones

Meeting Clerk: Hayley Graham

Public Question Time:

- A resident raised concerns that a resident in Stone Lane who previously had a retrospective planning application and associated appeal refused, has started to develop again, and has also not reinstated the boundary as was instructed to do as a result of the application refusal. The resident was asked to email the Clerk with the detail to follow up with Wiltshire Council Enforcement.
- A resident highlighted that some notices displayed on the Common Platt noticeboard are not visible due to the noticeboard frame. The Clerk will raise this with the Parish Administrator.
- A resident raised concerns around the layby across Common Platt at the bottom of Stone Lane being driven across by vehicles. The road markings are being eroded and are not being maintained and as a result, cars are being driven over utilities and causing damage. The resident was advised to report this to Wiltshire Council using the MyWilts app and the Clerk would do the same.
- A resident raised concerns that the T-junction at the bottom of Stone Lane is being used as a bend as the road markings have largely disappeared. Members agreed to discuss adding this issue to the LHFIF list at the next meeting although the priorities for this year have already been agreed. Suggested the resident reports every incident / near miss to Wiltshire Council and keeps a log to accompany the photos they have been taking.
- A resident highlighted that new pedestrian markings along the Greatfield footpath were discussed several months ago but no progress has been made. Greatfield is on the LHFIF list of priorities for this new financial year.
- A resident advised a utility company had left blue markings on a road which have remained for some time. The resident was advised that the Council has no control or authority over utility markings.
- A resident wanted to ask Councillor Steve Bucknell for a definition of "imminent" in relation to the Restrop Road application. This application is on the agenda, see Minute Reference 24.29. There are new documents but it is the existing application so there is no need to resubmit comments.

MINUTES

24.22 Apologies for Absence

No apologies were received from Councillor Coffey or Wiltshire Councillor Steve Bucknell.

24.23 Appointment of Clerk and Responsible Finance Officer

Members RATIFIED the appointments of Hayley Graham as Parish Clerk and Tina Jones as the interim Responsible Finance Officer.

24.24 Declarations of Interest and Dispensation Requests

No declarations of interest were made.

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

24.25 Chairman's Announcements:

- There are three Councillor vacancies, come and join us.
- D-Day pop up museum is taking place at the Jubilee Club House tomorrow from 7.30pm with the beacon being lit at 9.15pm, all welcome.

- Pleased to announce the refurbishment of the main hall in the Jubilee Club House is complete. Plans are being progressed to work on the acoustics of the room.
- Wiltshire Council will be visiting the Parish with their Discretionary Gulley Clearing service this month. They are only able to work on areas that do not require traffic management.

24.26 Minutes

Members considered the minutes of the Parish meeting held on 2 May 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

Members considered the minutes of the Annual Meeting of the Council held on 2 May 2024. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

24.27 Wiltshire Councillor Report

No report received from Councillor Steve Bucknell. Clerk to request an update by email.

24.28 Financial Accounts

Members NOTED and APPROVED the Income & Expenditure Reports and Payments List.

24.29 Planning Applications

Members NOTED and CONSIDERED the Notification of Planning Appeal – PL/2023/00424 – Land at Washpool, SN5 3PN. Members RESOLVED to add the Road Safety Report to original OBJECTION.

Members NOTED the following Wiltshire Council decisions:

Application: PL/2024/02035 – Full Planning Application	Applicant: Rawlings & Davis Ltd
Address: Plain Farm, Lydiard Plain, SN5 0AL	Proposal: Renew/Extend area of concreting in farmyard under Catchment Sensitive Farm Support Scheme
WC Approved with Conditions	
Application: PL/2024/01632 – Lawful Development Certificate for a Proposed Use	
Applicant Name: Mr M Sharp	Address: Lydiard Millicent Parish Hall, Church Place, SN5 3LS
Proposal: Proposed solar panel installations to roof.	WC Approved with Conditions
Application: PL/2024/03222 – Householder Application	Applicant: Mr Piedade & Ms Chalker
Address: Maycroft, Common Platt, SN5 5JZ	Proposal: First floor extension over existing ground floor and ground floor rear extension.
WC Approved with Conditions	
Application: PL/2024/00649 – Householder Application	Applicant: Mr & Mrs Sturman
Address: 19 The Beeches, Lydiard Millicent, SN5 3LT	Proposal: Proposed Side and Rear extension and new roof over accommodate rooms in the roof.
WC Approved with Conditions	

Members CONSIDERED the following applications:

Application: PL/2022/00239 – Full Planning Application	Applicant: Mr Varey
Address: Land East of Restrop Road, Lydiard Green, 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.	
Members RESOLVED to uphold the original OBJECTION with additional comments.	
Application: PL/2024/04067 - Householder Planning permission	Applicant: Mr Sheppard
Address: Bridge House, Lydiard Plain, SN5 0AL	
Proposal: Two storey side and rear extensions.	
Members RESOLVED to make NO COMMENT on this application.	
Application: PL/2024/04408 - Full Planning permission	Applicant: Messers Marty & Smith
Address: Lydiard House Farm, Lydiard Green, SN5 3LW.	
Proposal: Proposed alterations to the external appearance.	
Members RESOLVED to make NO OBJECTION to this application.	

An additional application for the last address was identified:

Application: PL/2024/04409 – Agricultural buildings to a flexible commercial use.
Applicant: Messers Marty & Smith
Address: Lydiard House Farm, Lydiard Green, SN5 3LW.
Proposal: Proposed alterations to the external appearance.
Members RESOLVED to make NO OBJECTION to this application.

Clerks Report

Members NOTED the report.

23.179 Jubilee Club House Trees

Members approved the recommendation to have the trees behind the Jubilee Club House professionally assessed. Quotes Requested

23.181 Play Area Inspection

Members noted the inspection and the issues raised. Members approved £400 for surface work and time adjustable gate closers. Concerns were raised regarding the Play Tower Decision was deferred until the Handyman could consider the options available. Quotes requested for replacement of two fence posts.

23.184 Holborn Footpath

There are two specific places along the footpath where the holes are very deep and currently filled with water. After discussions, Members agreed for contractors to be approached for quotes to fill in the holes and to redress the whole length. Quotes Requested.

23.204 Footpath Working Group

The hedging that denotes Lydiard Green and the neighbouring farmland has gaps in places. There is no right of access onto this private land at any of these points. There are three pillboxes on/surrounding the Green, only one of which is on the Village Green itself. Once the information boards have been put in situ, it is possible that members of the public may try and access the private land area. Members resolved to spend up to £1000 to plant new hedging and replacement trees, met from Ear Marked Reserves set aside for Footpaths/Lydiard Green

PQT – 2 May – Updates

- A resident raised concerned for the safety of users on footpath LMIL60. For at least the last ten years the metal gate blocking LMIL60 has been locked shut. This means that those wishing to use the footpath have to clamber over the gate or the adjoining metal bars. The Clerk asked the resident to email her the details and she would contact Wiltshire Council. UPDATE: The Clerk is in communication with WC regarding this issue.
- A resident asked if better/additional signage could be placed at the chicane by the car garage as drivers seem to ignore the priority signs, and there have been some near misses. The Chairman said this request would be on to the next agenda. Resident contacted with no response.
- A resident (ex Councillor) advised that a village entry sign had been knocked down and the pole bent, he had reported to the Clerk and told her where she should get it repaired or replaced, he wanted to know why it had not been done. The Clerk advised him that she does have delegated authority and had requested that the Parish Handyman looked at the damage, to see if he could repair it, in the first instance. The function of the Clerk is to find best value, and even with delegated authority there must be a budget to spend against. UPDATE: Following discussions with the Parish Handyman a new pole has been purchased under the Clerks delegated powers and has now been put in place. Members AGREED to close.
- A resident asked what to do when a Speed Indicator Device was not working, who should they report it to. The Chairman said they could email the Parish Clerk; the Council will also add information to the website. Information has been added to website. Members AGREED to CLOSE.

Policies

Members AGREED to further review and amend the following policy to be considered for adoption at the next Parish meeting:

b. Procedure for Public Participation at Council Meetings Policy

Members CONSIDERED and ADOPTED the following policies:

- a. Filming, Photography and Recording at Council Meetings Policy
- c. Petitions Policy (with a modification to the number of signatures required reduced to 20)
- d. Co-option Policy
- e. Lone Working Policy

- f. Tree Management Policy
- g. Investment Policy

24.32 **Speed Indicator Devices (SIDs)**

Members NOTED the report and APPROVED the purchase of two SIDs and six additional mounting bars at a total cost of £4,149 (four thousand, one hundred and forty nine pounds) ex VAT. £3,000 (three thousand pounds) ex VAT to be met from code 4140 (included in 2024-2025 precept), and the balance of £1,149 (one thousand one hundred and forty nine pounds) ex VAT to be met from Community Infrastructure Funding.

24.33 **Correspondence**

Members NOTED the following correspondence:

- Age UK Wiltshire Letter
- WC Briefing Note Defra Simpler Recycling Updates
- WC Management of Council Business and Publicity During the Pre-election Period
- Invitation to the First Planning Service Stakeholder Meeting

24.34 **Annual Internal Audit Report**

Commendations were given to the Clerk for her continued efforts to bring the Council's governance, finance and administration functions back into good order, as a result, no recommendations for improvement were made by the internal auditors.

Members NOTED the Internal Audit Report.

Members NOTED and APPROVED the Annual Governance Internal Auditors Report.

24.35 **Annual Governance and Accountability Return 2022-2023**

Members NOTED and APPROVED the Annual Governance Statement – Section 1

Members NOTED and APPROVED the Accounting Statement – Section 2.

Members were advised that the increase in total fixed assets from 2023 to 2024 was as a result of an updated valuation for the Jubilee Club House.

24.36 **Asset Register**

Members NOTED and APPROVED the Asset Register.

24.37 **Local Highway & Footway Improvement Group (LHFIG)**

Members NOTED the 22 May LHFIG meeting notes and prioritisation list.

Members RECEIVED a verbal report from Councillor Chalker further to the LHFIG meeting notes.

Members NOTED the 22 May meeting notes and prioritisation list.

Members considered the prioritisation list of commitment recommendations however were not in agreement that there should be no further action on Greatfield. Clerk to query with LHFIG Engineer.

Members considered the request for a “pedestrians on the road sign” to warn cars of the risk to life in this area 46a to approx. 58 The Street, Members AGREED more information was required. Clerk to contact resident. Report to come to a future meeting.

24.38 **Bus Stops**

Members NOTED the report and APPROVED the cleaning of five bus stops twice a year at a total cost of £250 (two hundred and fifty pounds) per year. Cost for 2024-2025 to be met from General Reserves, and included as a budget line in the 2025-2026 precept to cover future costs.

24.39 **North Operational Flooding Working Group Meeting**

Members RECEIVED a verbal report from Councillor Westwood following a recent meeting of the group. Wiltshire Council has been in disaster mode since October 2023 and have only just moved into recovery mode. The Council has been assured of a visit from the Drainage Team to address local issues. An update was received from the Police as to what a Council can and cannot do in the event of flooding.

2 members of the public left the meeting.

- 24.40

Parish Newsletter

Members RECEIVED a verbal report from Councillor Westwood. At the May meeting (Minute Reference 24.16), the Council agreed to fund the production and delivery of the community magazine to every household in the Parish along with the Council’s newsletter. Production scheduled for distribution in August. Councillor Chalker volunteered to support with proof reading, Councillor Suleman volunteered to organise the distribution.
- 24.41

Jubilee Club House Improvements

Membered NOTED the report and considered the quotes received.
Members APPROVED the purchase of two vertical window blinds and two vertical door blinds at a cost of £397 (three hundred and ninety seven pounds) ex VAT.
Members APPROVED the purchase of eight folding tables and trolley and two additional smaller folding tables at a total cost of £905 (nine hundred and five pounds) ex VAT.
Members APPROVED the purchase of twenty-eight steel framed padded seat / back stackable chairs at a cost of £656.60 (six hundred and fifty six pounds, 60p) ex VAT.
Members APPROVED the purchase of acoustic boards to a maximum cost of £150 (one hundred and fifty pounds) ex VAT.
All costs to be met from Ear Marked Reserves JCH Refurbishment (minute ref. 24.19)
- 24.42

Council and Community Representatives

Members RECEIVED the following update:

Parish Hall: Councillor Hacker reported that the next meeting is taking place on 10 June
Safety Forum: Members NOTED the report from Councillor Hill-Wheeler relating to the meeting held on 10 May
- 24.43

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.

3 members of the public, Parish Handyman C Tydeman and Tina Jones left the meeting.
- 24.44

Land Issues

Members NOTED and considered the report on land issues. After discussions, Members APPROVED the expenditure to proceed with Stage 1 and Stage 2 of procedures outlined in the report. Costs to be met from General Reserves.
Members AGREED to explore additional legal support as recommended by the solicitors.
- 24.45

Staff Issues

Members discussed the recommendation from the Personnel Committee. Members APPROVED the recommendation for the Tina Jones to continue work on the burial records for an initial 3 month period from 5 July, to be reviewed monthly thereafter.

Meeting Closed at 20.51 hrs