

LYDIARD MILLICENT PARISH COUNCIL MEETING

1 June 2023

held in the All Saints Church Lydiard Millicent
at 7:00pm

Councillors Present:

Cllr S Westwood, Chairman

Cllr S Chalker

Cllr S Hill-Wheeler

Cllr M Allsop, Vice Chairman

Cllr M Sharp

Cllr M Suleman

Others in Attendance: Colin Tydeman (Parish Handyman) and 1 Member of the Public.

Meeting Clerk: Tina Jones

Public and Councillor Question Time: No questions were asked.

MINUTES

23.6 Apologies for Absence

Apologies were received and accepted from Councillor Selwood.

Members unanimously APPROVED Councillor Purcell's request for a leave of absence from Council meetings until December 2023.

23.7 Declarations of Interest and Dispensation Requests

There were no declarations of interest and no requests for dispensations received.

23.8 Chairman's Announcements

- The Council has vacancies, if anyone is interested to contact the Clerk.
- The Chairman gave apologies on behalf of the Council for the recent issues with the Grounds Maintenance Company (GMC), who have not been fulfilling the terms of the contract. The Council is aware that this has caused distress to parishioners, especially for those visiting the Cemetery. Thanks, were given to the Parish Handyman for providing detailed maps and information to the GMC, the Council is actively working with the GMC to address the issues
- Thanks, were given to Members of the closed Luncheon Club, who have donated £2262.31 to the War Memorial Clock Fund.
- The Chairman read out an extract from the Internal Auditor Report relating to the 2022-2023 financial year – "We have reviewed the Parish Council's responses to the recommendations made in our 2021-22 financial year Internal Audit reports and have noted that the Members have noted and considered the recommendations made during their deliberations and working closely with the Clerk/RFO have implemented these.

We report that, on the basis of the work undertaken to date in the current year, the Council is now operating robust, proportional and effective internal controls in all areas reviewed. Resultantly we made no recommendations for improvement, during the 2022-23 financial year.

We take this opportunity to commend the Clerk/RFO for her strenuous efforts to bring the administration of the Council's finance and governance functions back into good order, which has evidently been no small task. We note that, once again the Clerk/RFO has presented the requested electronic documentation and backup files required to complete this audit in an exemplary manner on a timely, secure basis, making the internal audit process straightforward.

We would also like to commend the Clerk/RFO and the Council Members her meticulous approach to the Council's Financial Management, the quality of the Council's the robust Internal Control measures, which she and the Members have implemented during her short tenure. We now consider that the Council is back on a firm footing moving forward into the new financial year.

23.9 Minutes

Members considered the minutes of the Parish meetings held on 4 May and 11th May, and the Annual Meeting of the Council held on 11 May 2023. The minutes of the meetings were ADOPTED as a true record and signed by the Chairman.

23.10 Co-option of a New Councillor

Members considered an application from Dr Samantha Chalker. The matter was put to the vote and Members unanimously RESOLVED that Dr Chalker be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected

Councillor and witnessed by the Clerk. Councillor Chalker accepted the Council Code of Conduct, and the Chairman invited her to join the meeting.

23.11 Clerk's Report – Members NOTED

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 - The current titles are now all transferred to the Parish Office are Recreation Field and The Mews, the Community Field, and Forge Fields. CLOSED - Solicitors involved in the process have been instructed to apply for title absolute for the Recreation Field. Land Registry is being chased in respect of the application. - Councillors to visit the site, to be arranged, following visit to obtain feedback from residents. Feedback requested in spring 2023 newsletter.
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. Footpaths page on Website CLOSED
22.82 Footpath Working Party 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 discussed at WP meeting. Clearer signage and additional signs have been requested – WC to drop off at JCH. Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.
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.
22.192 Dogs on Playing Field and Signage - New signage is in place - CLOSED
22.206 Community Environmental Tool Kit Members AGREED to form a Community Environmental Group with residents interested in environmental issues to be invited to join. Councillors Hill-Wheeler, Purcell, Suleman and Westwood joined the group. Article in Lydiards Magazine. CLOSED.
22.207 Emergency Contracts Cllrs Hill-Wheeler, Purcell, Suleman & Westwood, details passed to organisers – CLOSED
22.208 Hills Recovery Centre Cllrs Allsop, Purcell, Suleman, Westwood to attend – CLOSED
22.211 Jubilee Club House Members DELEGATED to the Clerk to contact all the users of the Building requesting their feedback on the proposals. The Clerk is also to contact the Wiltshire Football Association (WFA). The users and WFA contacted, WFA to discuss at a meeting to be held on 26 May.
23.2 Cricket Sightcreens – Swindon Cricket Club advised of Council decision – CLOSED
23.4 Play Area – Contract signed, installation start date is 20 June, a pre- installation survey is taking place on 31 May. Clerk contacted tower manufacturers, but need to source original play company installers. Enquiries made with local company and a Council re a bark
Residents Complaint Rubbish dumped (mainly garden waste) behind The Crescent, Common Platt, causing an obstruction to the ineffective drainage system in the area. Reported to WC for Parish Steward to investigate. CLOSED.

23.12 Financial Accounts

Members:

- NOTED and APPROVED the expenditure report from 18 April – 28 May 2023
- NOTED and APPROVED the income report to 30 April 2023

c. NOTED and AUTHORISED the list of payments

23.13 Jubilee Club House Utilities

Members NOTED that the contract for the electricity supply is due to be renewed on 1st December. Members requested the Clerk to obtain more information both from the current supplier, new suppliers and from the supplier for the gas supply.

23.14 Internal Auditor Reports

Members NOTED the Annual Internal Audit Report for submission to External Audit, assigning positive assurances in all areas.

Members NOTED the full internal audit report, with no matters arising.

23.15 Annual Governance and Accountability Return 2022-2023

a) The Annual Governance Statement at Section 1 of the Annual Governance and Accountability Return (AGAR) was APPROVED and signed by the Chairman.

b) The Annual Accounting Statements at Section 2 of the Annual Governance and Accountability Return (AGAR) was APPROVED and signed by the Chairman.

23.16 Ear Marked Reserves

Members APPROVED the year end adjustments and APPROVED the Ear Marked Reserves balance of £80,972.00 as at 31 March 2023. During the year, the following movements were made: Reduction of £5,696 for repairs to the Jubilee Cub House and Parish Footpath maintenance and £5951.07 for noticeboards, height restrictor and bollards.

Additions to Reserves of £10,889.97, ring-fenced Community Infrastructure Levy (received from Wiltshire Council) and from General Reserves, £2,965 for street furniture/play equipment, £100 for office equipment and £3,000 of local highway and footway improvements.

The donations received for the War Memorial Clock Fund of £3487.10, were also moved from General Reserves to Ear Marked Reserves.

23.17 Asset Register

Members NOTED the new additions to the Asset Register, there were no disposals. Members APPROVED the 31 March 2023 balance of £278,299.00.

23.18 Planning Applications

Members NOTED the following Wiltshire Council Decisions

Application Ref PL/2023/00416 - Householder Application Address: 84, Chestnut Springs, Lydiard Millicent, SN5 3NB Proposal: Loft conversion with two pitched roof dormers to the front and one flat roof dormer to rear	Applicant Name: L Lui Decision: No Objection
Application Ref: PL/2023/00612 - Householder Application Applicant Name: Mr T Hutchinson Address: 2 Linden Way, Swindon, SN5 5DE Proposal: Side Extension Above Existing Double Garage.	Decision: Approved with Conditions

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

Application: PL/2023/03323 - Householder planning permission Applicant Name: Mr A Hornby Address: Lydiard Farm, The Street, Lydiard Millicent. SN5 3LU Proposal: Proposed widened access to property
Members RESOLVED to make NO OBJECTION to the application, with this comment: LMPC do not object to a second entrance to the property but would ask that consideration is given to the position of the proposed entrance and its proximity to the nearby traffic calming and The Close on the opposite side of the road. Neither of these are shown on the location and block plans but can be clearly seen using Google
Application: PL/2023/03628 - Notification of proposed works to trees in a conservation area. Applicant Name: Diocese of Bristol Address: The Vicarage, The Butts, Lydiard Millicent, SN5 3LR. Proposal: T1-T6 - Apple. Deadwood T7 - Yew. Reduce by 1-2m in height T8 - Birch. Crownlift to 2.5-3.0m T9 - Bay. Remove. T10 - Ash. Early onset of ADB. Fell. T14 - Walnut. Growing from old stump. Remove
Members RESOLVED to make NO OBJECTION

23.19 **Lydiard Green Trees**

Members NOTED the report – main points:

- Wiltshire Council granted planning permission to remove and grind out the Leylandii, Ash, Horse Chestnut, Lime, and one Goat Willow, another Goat Willow to be 50% pollarded.
- Three replacement trees to be planted between November and March
- Letters were delivered to all houses in the vicinity of Lydiard Green informing them of the approved planning permission to remove the trees and replant, the letter also inviting them to attend this meeting, if they had any concerns.

Following discussions, Member AGREED that the removal of the trees should not take place until August, after the trees have been checked for nesting birds. Members APPROVED the expenditure of £1500 (+ VAT) with costs met from Highways/Open Space -Tree/Hedge budget with the balance met from EMR Parish Projects. Clerk to liaise with Wiltshire Council regarding the replacement trees to be planted, for approval by Committee before the planting season.

23.20 **Planning Training**

Members NOTED and considered the invitation from The Society of Local Clerks to attend a one-day, virtual summit to engage with the latest advice and guidance relating to planning on Wednesday 5 July 9.45 – 4.10pm. Councillor Allsop is to attend, one other Councillor may attend, if available. Members APPROVED the funding for two Members to attend at a maximum cost of £240 (two hundred and forty pounds) met from the training budget.

23.21 **Data Protection Policy**

Members NOTED and APPROVED the Data Protection Policy.

23.22 **Correspondence**

Members NOTED the following:

- a. Wiltshire Council information on new Kerbside Collections – to be added to website
- b. Great Western Hospital – the new arrangements due to building works
- c. Age UK Wiltshire May Newsletter
- d. CPRE Wiltshire AGM Invitation 2023

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

Area Board – Councillor Westwood reported the next meeting is on 22 June in Lyneham.
Local Highway & Footway Improvement Group (LHFIG) – Councillor Suleman reported that he had met with Steve Hind - Wiltshire Council Principle Engineer (SH) on 26 May to discuss issues 11-23-8 (Common Platt, safety/ speed reduction) and 11-23-9 (speeding outside the Church). In regard to 11-23-8, a site visit to be arranged to look at the risks of a not having barriers at the crossroads. Councillor Suleman and SH to establish where the pathways lead to either side of the road. As a barrier has been fitted further up the road, SH to check existing paperwork. Councillor Suleman/SH to discuss further, once identified actions are completed. Councillor Suleman met with resident from Greatfield regarding speeding traffic and faint edge road markings. Councillor Suleman has reported the issue on the MyWiltshire app. The Clerk advised that at the 4 th May parish meeting, minute reference 22.204, Wiltshire Council had reported that they had an instruction in place for the road markings, Contractors to attend to this issue when similar works are carried out across the county. The Clerk was requested to contact WC regarding the installation of the poles for the speed indicator device at Greenhill Crossroads and SH regarding the Parochial Parish Council's request for traffic calming. Following discussions, Members requested an agenda item to discuss the speed limits in the area of Greatfield and to consider a draft LHFIG request.
Community Safety Group – Councillor Sharp reported that the next meeting is on 9 June. The Main Speaker Topic is to introduce the new Inspector for the RWB & C Neighbourhood Policing Team, Gareth Edwards . Councillors were asked to let Councillor Sharp know if they had anything they would like discussed at the meeting.
Speedwatch and Lorry Watch - Cllr Sharp reported that the metro counts have still not taken place, Clerk to check situation. Councillor Sharp explained why Lorry Watch was no longer operational. Councillor Chalker indicated she would like to join Speedwatch once re-established.

Two members of the Public left the meeting.

23.24 **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.

23.25 **Land Issues**

Members NOTED the updated Land Registry documents for Forge Fields and the Community Field. Members RECEIVED a verbal update from Councillor Allsop, in reference to the Community Field, a meeting is to be arranged with interested parties to discuss further. A Subject Access Request has been received in relation to a boundary dispute. Information has been requested from the Councils information technology provider.

Meeting Closed at 8.21pm