

# Lydiard Millicent Parish Council

## Notice of Meeting and Summons to Attend

To: **ALL MEMBERS OF LYDIARD MILLICENT PARISH COUNCIL:**  
Councillors Dean Cobb (vice chairman), Andre Kayani,  
Vernon Montgomery, Alan Pflieger (Chairman), Richard Selwood,  
Mike Sharp, Phil Shepherd.

Notice is hereby given that the annual meeting of Lydiard Millicent Parish Council will be held on Thursday 2<sup>nd</sup> May 2019 in the Parish Hall, Lydiard Millicent, commencing at 7.30pm.

**Lydiard Millicent Parish Councillors are summoned to attend this Annual Meeting of the Parish Council.**

*Deborah Bourne*

DEBORAH BOURNE  
Parish Clerk

25 April 2019

**Public Question Time:** Members of the public are invited to make representations to Lydiard Millicent Parish Council on any matters relating to the work of the Council (Public Bodies [admission to meetings] Act 1960), before the meeting commences (limited to 10 minutes). Every effort will be made to give accurate answers to all questions, but in some cases further research may be necessary when an answer will be given by the Chairman or Clerk as soon as possible.

Wiltshire Councillor Mollie Groom, the Neighbourhood Watch Representative and the Community Speed Watch Co-ordinator will be invited to address the Council at this time.

## AGENDA

### 1) **Election of Chairman**

The Local Government Act 1972 s15(1) states that a chairman shall be elected annually by the Council from one of its number; and this shall be the first item of business on the Agenda. Nominations will be invited for the office of Chairman to Lydiard Millicent Parish Council for the ensuing civic year.

### *Declaration of Acceptance of Office*

The newly elected chairman will be invited to sign his acceptance of office; this will be witnessed by the Proper Officer of the Council.

2) **Election of Vice Chairman**

The Local Government Act 1972 s 15(6) allows for one of its members to be elected as vice chairman. Lydiard Millicent Parish Council has elected members to this office in previous years and so will be invited to nominate one of its number for the ensuing civic year.

*Declaration of Acceptance of Office*

Although not required by legislation, the newly elected vice chairman will be invited to sign an acceptance of office; this will be witnessed by the Proper Officer of the Council.

3) **Apologies for Absence**

To note any apologies for absence received prior to the meeting.

4) **Declarations of Interest**

To receive Declarations of Interest in accordance with the Code of Conduct adopted by this Council in July 2012.

5) **Minutes**

To confirm and sign as a true record Minutes of the Council Meeting held on 4<sup>th</sup> April 2019.

6) **Casual Vacancies**

There are currently three casual vacancies, which have been returned to the Parish Council for co-option; the Electorate had not wished to exercise their right to call an election. The Council is asked how it wishes to proceed with the co-option process; as these seats have been vacant for a while, it would be prudent to fill these vacancies as soon as possible. The vacancies are currently advertised on the Council website, where application forms can also be found.

The Council's instructions are sought.

7) **Appointment to Working Groups**

Working Groups have no decision-making powers and can only bring forward recommendations for discussion by Full Council.

In May 2015, a Working Group structure was adopted, with members focusing on specific areas in order to lead discussion and/or to report back to the Full Council. Working Groups have subsequently been modified resulting in the following five groups: Cemetery & Open Spaces, Communications, Finance & Administration, Highways, and Planning

*Recommendation:*

- i. Each Working Group will have a membership of four, excluding the Parish Council Chairman who should be invited to each Working Group meeting. Consideration to membership of the above named Working Groups for the ensuing civic year prior to the meeting would be beneficial.
- ii. Chairmen and note takers for each Working Group will be determined at its first meeting, and each Working Group is also encouraged to re-read the Terms of Reference as previously agreed by the Council.

The Council is asked to appoint members as indicated in the recommendations above.

**8) Appointment of Council Representatives**

The Council is asked to appoint members to represent Lydiard Millicent Parish Council at the following groups:

- RWB&C Area Board; (2)
- Community Area Transport Group (CATG); (1)
- Parish Hall; (1)
- Lydiard Millicent Neighbourhood Plan Steering Group. (2)

**9) Planning Matters:**

- a) The Council is asked to note the following decisions made by Wiltshire Council since the last meeting:

18/12136/DOC – Casa Paolo, Common Platt, Purton  
Discharge of conditions 5, 6 & 7 of planning application  
18/05422/FUL (erection of 2no dwellings and conversion of existing restaurant premises to provide separate self-contained dwelling house).

*Decision : Approve*

- b) The Council is asked to confirm the Planning Working Group comments on the following Planning Applications from Wiltshire Council:

19/03068/FUL – 33 Meadow Springs, Lydiard Millicent  
Proposed Rear Extension

19/03076/FUL – 25 Meadow Springs, Lydiard Millicent  
To erect canopy at side of garden area to cover and protect motor home area.

10) **Finance**

Appendix A.

- a) The Council is asked to note that its Bank Account is now held with Unity Bank. This move will enable the Council to progress, in due course, to on-line banking.
- b) The Council is asked to note the accounts for payment contained in the Finance Report for April. Cheques for these accounts have already been signed by two Councillors.
- c) The Council is asked to authorise payment for regular monthly accounts that are within the Councils budget for the following 12 months. This will allow accounts to be paid in a timely manner; cheques, or on line payments, will still require the authority of two councillors.
- d) All members of the Council are required to scrutinise the financial accounts as part of the Councils Internal Controls. In order for this Internal Control to work efficiently all Councillors are requested, either individually or in pairs, to meet with the RFO at least once every 12 months.
- e) The Council is asked to authorise the compilation of a Land Terrier. This document, put together by a Solicitor, will list all the Councils land assets and contain details of ownership, value, liability etc. The document will provide an accessible view for all Councillors, and can be added to if and when necessary. If the Council is in agreement with this approach to recording its land assets the clerk will liaise with the Councils Solicitor.

The Councils instructions are sought.

11) **Meeting Schedule for 2019-2020**

Appendix B

The Council is asked to note dates for Full Council Meetings and Annual Meetings in this civic year; shown on the attached schedule.

In addition to these 12 meetings the Council is asked to consider suggested dates to inspect Parish Assets and to progress a forward plan for the Council.

12) **Date of Next Meeting**

The next meeting of Lydiard Millicent Parish Council will take place on Thursday, 6<sup>th</sup> June 2019 (subject to approval of item 11 above) at Lydiard Millicent Parish Hall commencing at 7.30pm