

LYDIARD MILLICENT PARISH COUNCIL MEETING

2 December 2021

held in the Parish Hall

at 7:30pm

Councillors Present:

Cllr D Harden (Chairman)	Cllr M Allsop (Vice-Chairman)	Cllr P Cole	Cllr L Curtis
Cllr B Gregory	Cllr C Hacker	Cllr S Hill-Wheeler	Cllr R Selwood
Cllr M Sharp	Cllr S Westwood		

Others in Attendance: Mr C Tydeman (Parish Handyman) and nine members of the public.

Meeting Clerk: Tina Jones PSLCC

Public Question Time:

- A resident asked if copies of the agendas could be available at the meeting – Clerk to arrange.
- A resident asked if the Council had heard if there was a proposal to use land next to Greenhill crossroads for caravans/new homes, and would it be classed as expansion or infill. Councillors were not aware of any plans being submitted. Councillor Sharp advised that it would not be classed as infill. Councillor Sharp gave a verbal update on behalf of PCSO Singfield. Main points were: that the last quarterly figures showed a decrease in most offences but a small increase in theft and violent crime. There is a steady increase in road related incidents (accidents, drink/drug driving, cyclists reporting near misses), expect an increase next month, the annual drink drive campaign is due to start, on the positive side this means drink drivers can be caught before they can injure or kill someone else.

MINUTES

187.21 Apologies for Absence

Members RECEIVED apologies from Councillor Clarke.

188.21 Declarations of Interest and Dispensations

Name	Minute Ref:	Type	Nature of Interest	Action
Cllr Gregory	196.21	Pecuniary	Neighbouring Landowner	Took part in discussions, did not vote
Cllr Sharp	202.21	Non - Pecuniary	Chairman of Parish Hall	Took part in discussions, did not vote

There were no other declarations made and no requests for dispensations.

189.21 Chairman's Announcements

He thanked the Councillors for all of their efforts to help run the Council during the year.

190.21 Minutes

Members considered the minutes of the meeting held on 4 November 2021. The minutes of the meeting were ADOPTED as a true record of the meeting and were signed by the Chairman.

191.21 Clerk and Handyman Report

Members RECEIVED the following update from the Clerk

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. Clerk to obtain materials. Ongoing
156.21 Grounds Maintenance Contract. CLOSED see Min. Ref 194.21
158.21 Electronic Burial System: Agreed, installation to be arranged. Ongoing
159.21 Jubilee Club House Resolved to allocate up to £1000 to replace the kitchenware, purchase and install a continuous fill hot water urn – ongoing.
182.21 Electrical Work – A quote was accepted. Ongoing
181.21 Broadband and Telephone Resolved to move to a 12 month PAYG basic broadband package for Jubilee Club House, at an approximate cost of £22.00 per month and move the Clerk's phone to a 12-month SIM only contract with a higher data allowance, at an approximate cost of £8 per month. Ongoing
183.21 – Dogs on Playing Field Agreed to revisit the current signage (relating to dogs) and to investigate further how to manage dogs on the playing area. Ongoing

185.21 – Land Deeds and Terrier - Resolved to:
a. Further research into the use of the land, to better define its boundary, and to bring a recommendation for the protection of this asset back to the next Council meeting. b. Nominated Councillors explore the best way to facilitate access to the footpath with the ROW Officer from Wiltshire Council. c. The Handyman, or contractor, carry out basic tidying-up maintenance to the green and footpath. Handyman to survey informally the area, assess what work may be required routinely and to report back to the next meeting. d. Nominated Councillors discuss with neighbouring residents the Council's plans for b & c above, and to listen to their views.
Clerks Report covering all previous requests for action - with current status
13.20 Play Equipment at The Mews A decision to be made on what to do with old play equipment (since this decision the equipment now decommissioned). In 2020, the Council earmarked £15k to upgrade. For discussion at the Community Meeting for feedback from Residents. Ongoing
13.20 Seek Adoption of Land between The Mews and Meadow Springs and other parcels of public land throughout the parish where no owner is currently known. This should be carried out professionally, with appropriate legal advice being taken. The Clerk is instructed to work with the Council's solicitor to reach a satisfactory conclusion. Councillor Hill-Wheeler to take forward.
20.20 Speed Indicator Devices A budget was set of £7,500, Clerk instructed to bring this project to a successful conclusion. Who has responsibility for them? Clerk to provide report. Ongoing
28.20 Parish Resilience Plan Parish Clerk to locate the Parish Resilience Plan drawn up in about 2007, then be updated – ongoing. Meeting update: Members requested Clerk to investigate.
31.21 Footpath Grant Footpath grant is currently in CIL - potentially to be returned to Wiltshire Council – Ongoing
20.21/33.21 Review of Cemetery Regulations. Ongoing
39.21 Office Equipment Agreed to purchase Laminator, Laptop, Monitor, Full Size Keyboard, Office Chair, Fireproof Safe, Doorbell. Ongoing
51.21 Finance Regulations: Financial Regulations to be reviewed. CLOSED see Min. Ref 198
56.21 Asset Register Additions Add Lydiard Green Village Green land to the Asset Register. Ensure that Lydiard Plain and JCH recreation ground are on the asset register (as per 28 April email). Update Asset register and detail value, maintenance requirements, life expectancy, replacement cost. Ongoing

192.21 **Handyman Report**

Members NOTED the activity report received – Main Points:

- Recreation Field - incidences of littering had become very low as had fouling by dogs, as reported last month however, the litter left after weekend activities seems to have increased of late although some discarded items have been placed on or next to the Biffa bin.
- The approach road and car park have continued to require increased attention due to seasonal changes in order to maintain a tidy, safe appearance.
- The approach road to the Cemetery has required additional attention to keep it cleared of leaves, etc, and weeds removed from the tarmac surface.
- An equipment cabinet was purchased and installed in the storage room. An additional security lock was also fitted to the unit.

193.21 **Financial Accounts**

Members RECEIVED a verbal report from Councillor Westwood. The Internal auditors requested payment of an outstanding invoice from 2019 -2020 financial year. There is still £450 outstanding from the Cricket Clubs. Peninsula services to be split on invoice schedule. Members NOTED and APPROVED the income and expenditure reports and APPROVED the list of payments. Members APPROVED the addition of the Parish Hall booking payments to the regular payments list.

Members NOTED the Council has been contacted by a Contractor regarding eight outstanding invoices dating from 2019. The Council was aware of some of the invoices, which are under investigation.

Following discussions, Members APPROVED the payment of:

Invoice	Amount	Date	Invoice	Amount	Date
11553	£246.00	16.2.2020	11643	£186.00	17.5.2020
11583	£186.00	16.3.2020	11673	£246.00	17.6.2020
11613	£246.00	16.4.2020	Total	£1110.00	

Clerk to request that the other two very old invoices are written off. The remaining invoice £1050 remains under investigation.

194.21 **Maintenance Contract**

Members CONSIDERED the five quotes received. Quote C was ruled out as not able to fulfil the full requirements of the contract. Following discussions – Main Points were:

- Councillor Curtis said that A & B were inline with his estimates, although B could cost more if cuttings were removed.
- Members requested testimonials for the remaining four quotes and Quote E to provide a full breakdown.
- Quotes to be reconsidered at the January meeting, Clerk to provide details of the break clause applied to the contract.

195.21 **Personnel Sub-Committee**

Members NOTED the draft minutes of the inaugural meeting, Councillor Allsop was appointed as Chairman of the Committee. Members NOTED the report and following discussions, RESOLVED under Standing Order 4d, parts (iv) and (x) made the following additions to the Terms of Reference:

- Committee membership to be set at a maximum of five Councillors.
- That due to the confidential content of personnel meetings, that the public and press will not be permitted to attend the meetings, and that no public notice is required.

Members RESOLVED to change the name of the Committee to the Personnel Committee and after consideration RESOLVED to ADOPT the Selection and Recruitment Policy.

Members NOTED that three applications for the post of Clerk had been received, a decision on the appointment will be made in the next two weeks.

There are two seats vacant on the Personnel Committee, Councillors Gregory, Selwood and Sharp put themselves forward. Following discussions, Members AGREED that all three Councillors should provide a short report to the Personnel Committee with their personnel experience and people management skills. The Personnel Committee will consider and select the two Councillors to join the Committee.

196.21 **Planning Matters**

Members considered the Planning Application received.

During a Suspension of Standing Orders, residents of The Beeches made their objections to planning application PL/2021/09418.

Application PL/2021/09418	Applicant: Mr Law Location: 13 The Beeches, Lydiard Millicent SN5 3LT Proposal: Erection of single storey front, rear and first floor extensions and replacement roofs with roof lights
	Members RESOLVED to OBJECT to this application on the grounds that is overbearing, scale of height massively out of context, windows have negative effect in residential area, invading privacy by overlooking all of the bungalow gardens. It is out of character with the estate, as the centre ring is all bungalows with houses on the outer corners with bungalows in between. The plans show that the proposed building is twice the height of the very close next door neighbour, who will suffer serious loss of light and privacy as a result. There is insufficient parking for proposed development of five bedrooms on a road which is narrow and already has parking issues. This is also not in keeping with the Lydiard Millicent Neighbourhood Plan in that infill should be in keeping with buildings either side to keep a general design.

Application PL/2021/10797	Applicant: Mr N Jarmolinski (Ski's Tress Compound and Yard) Location: Blackfords Services, Greenhill, SN4 8EH Proposal: Erection of single storey timber drying and seasoning store, provision of vehicular access and associated works Members RESOLVED to SUPPORT this application
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Members NOTED the following Wiltshire Council Decisions to approve with conditions.

PL/2021/06515	Applicant: Mr I Hudson Address: 7b The Street Lydiard Millicent, SN5 3LU Proposal: Change of use from office to residential
PL/2021/06079	Applicant: Mr J Evans Address: 14 The Close, Lydiard Millicent, SN5 3NJ Proposal: Two storey side extension over existing double garage, replace conservatory to rear with new traditional structure.

Members NOTED the following application was withdrawn by the applicant

PL/2021/05312	Applicant: Mrs G Gregory Address: 2 Meadow Springs, Lydiard Millicent, SN5 3NH Proposal: Two storey side extension over existing double garage, replace conservatory to rear with new traditional structure.
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Six members of the Public left the meeting.

The Clerk was asked to make enquiries if permitted development applies to the build at 2 Meadow Springs.

Members AGREED to make a REQUEST to WC Councillor Bucknell to CALL IN application PL/2021/09418 for 13 The Beeches.

197.21 **Play Area Inspection**

Members NOTED the full inspection report and the report on the issues arising. Following discussions, Members AGREED for the Clerk to liaise with the Handyman to establish what work can be undertaken in-house, with recommendations coming back to Council regarding the bigger issues.

198.21 **Financial Regulations 2019**

Members NOTED the draft Regulations and after discussions RESOLVED to make the following amendments:

- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings. Wording amended to 'Deliberate or wilful breach of these Regulations by an employee will give rise to gross misconduct'.
- 1.14 In addition, the Council must: approve any grant or a single commitment in excess of £1,000.
- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: the Council for all items over £1,000. The reference to 'a duly delegated committee of the council for items over £500; - is to be removed
- 4.1 The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.
- 6.4 remove 'and countersigned by the Clerk'.
- 8.3. to keep and implement - the council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 13.1 reference should refer to Regulation 14.
- All references to council, members or committee – to be with a capital letter throughout the document.

Members RESOLVED to adopt the Regulations, once the amendments have been made.

199.21 **Precept Planning**

Members discussed the paper as presented at the last meeting, that further research is required for the allocation of £5,000 for Parish Maintenance but to remain at £5,000 for precept purposes, to set an amount for land legal fees and registrations. Storage fees to be investigated. Ear Marked Reserves to be looked at at the next meeting.

- 200.21 **Community Meeting**
Councillor Hacker updated Members: The event was well supported, over 40 residents attended, consideration to be given in the future to hold the event again. From the information gathered the top issues were footpaths, benches and stiles. Members AGREED to discuss further at the next meeting, the following points: the formation of a working party, possible clearance of overgrowth by Handyman/Volunteers, checking that all footpaths are accessible, repair of stiles, digital map of footpaths, a noticeboard displaying footpaths and other Points of Interest in the Parish. The creation of a safe footpath across the Neighbourhood Field. The Council to consider using funds from the ear marked reserves set aside for Parish Projects. Clerk to check ownership of stiles with WC Countryside Access Officer.
- 201.21 **Right of Way - LMIL60 (by Parish Hall)**
Members NOTE the report – Main points were:
- The WC Countryside Access Officer advised WC has a duty to make sure that the legal users (pedestrians) of the footpath are safe. Therefore, WC would not repair it to the same standards as the users of the Village Hall and Cemetery would require
 - He suggested the Parish Council and other Users should fund the repairs
 - He would require is a specification, to enable him to approve or advise on. If it is just a tarmac repair (filling in) like for like, it did not need his approval
 - Councillor sharp reported that a lady had fallen over badly resulting in injuries to her shoulder and ankle due to the potholes being filled with leaves and not visible.
 - The RoW LMIL60 is seldom used by vehicles.
- Members requested the Clerk obtain costs to make good, fill in potholes, and report the residents fall to the Countryside Access Officer as a Health and Safety concern for pedestrians.
- 202.21 **Community Area Transport Group (CATG)**
Members NOTED the report and RECEIVED a verbal update from Councillor Curtis.
The next CATG meeting is on 15 December and is to be a zoom meeting. CATG has requested each parish submits its top two priorities. The Parish Council currently only has one, which is: Priority One - 6077 Common Platt/ Washpool Traffic Calming, after discussions, Members AGREED this is to remain as Priority One.
Members discussed other areas of concern – Greenhill Crossroads, Greatfield and The Street
- The crossroads between Lydiard Millicent and Greenhill. Cars coming from either Purton or Greatfield are passing the junction above 30mph. Visibility is also poor exiting Greenhill for traffic leaving Purton.
 - Greatfield residents parking. On occasions vehicles are parked very close to the carriageway and it causes traffic to move towards the opposing traffic.
 - The traffic calming exit on The Street towards West Swindon is quite narrow and vehicles are forced to squeeze by due to the bushes opposite 27 The Street.
- Following discussions, Members RESOLVED to make the crossroads between Lydiard Millicent and Greenhill – the second top priority. Councillor Curtis to take forward to CATG.
- 203.21 **Offer of Saplings**
Members CONSIDERED the offer of saplings (oak, chestnut and sycamore), but felt as they will grow to be large trees, an area cannot currently be identified. The resident is to be thanked for the offer, and advised that should the Council decide to develop a site, it would be in touch to see if trees were still available.
- 204.21 **Website Content**
Members discussed the layout of the meeting page, which has all the attachments from previous meeting displayed, making the page appears disjointed and untidy. Councillor Curtis proposed archiving all the attachments, so they appear under the heading of ‘archived’ therefore removing the individual documents from view but still available to read, if required. Councillor Curtis would also like to crease a new design for the website from 2022. Members AGREED to the changes.
- 205.21 **Real Estate**
Members NOTED the report. Parish Council address to be amended on Land Registry site.

Meeting Closed at 9.35pm