

**LYDIARD MILLICENT PARISH COUNCIL MEETING**  
**26 October 2022**  
**held in the All Saints Church Lydiard Millicent**  
**at 7:00pm**

**Councillors Present:**

Cllr M Allsop (Vice-Chairman)    Cllr P Cole    Cllr L Curtis    Cllr C Hacker  
Cllr S Hill-Wheeler    Cllr M Purcell    Cllr M Sharp    Cllr M Suleman

**Others in Attendance:** Five members of the public and Wiltshire Councillor S Bucknell.

**Meeting Clerk:** Tina Jones

**Public Question Time:**

- a. A resident thanked the Council for the Jubilee coin she received with the Parish Newsletter, and thanked the Council for the excellent Jubilee event. The resident also commented how nice it was to see a lack of litter in the village, especially in the Lydiard Green to Greenhill area.
- b. School Traffic – a resident raised the issue of the bad driving and parking in the village by drivers, dropping and collecting children at the school. Residents driveways are being blocked, yellow lines ignored and drivers can be very aggressive. WC Cllr Bucknell agreed to contact the school, to see if he can offer any assistance, he suggested a meeting could be held by all parties.
- c. A resident from Lydiard Green, said he was disappointed with the lack of/standard of work from the Grounds Maintenance company, he offered to undertake the work himself with a colleague. The Clerk was asked to contact the grounds maintenance company, the offer from the resident to do the work was noted. One Member of the public left the meeting.

**MINUTES**

**22.92 Apologies for Absence**

Apologies were received and accepted from Councillors Selwood and Westwood. Councillor Cole joined the meeting at Minute Reference 22.95.

**22.93 Declarations of Interest and Dispensation Requests**

| Name        | Min. Ref. | Type          | Nature of Interest                                | Action                                   |
|-------------|-----------|---------------|---------------------------------------------------|------------------------------------------|
| Cllr Allsop | 22.111    | Non-pecuniary | Volunteer Organiser for event                     | Took part in discussions<br>Did not vote |
| Cllr Sharp  | 22.108    | Non-pecuniary | Chairman of Parish Hall                           | Took part in discussions<br>Did not vote |
| Cllr Sharp  | 22.111    | Pecuniary     | Chairman of Parish Hall and attendee of the event | Took part in discussions<br>Did not vote |

No requests for Dispensations had been received.

**22.94 Vice-Chairman's Announcements**

- Apologies were given for the cancellation of the Parish Meeting of 19 October.
- Councillor Sharp and his team were thanked for delivering the newsletters and Jubilee coins.
- Following the resignation of Bradley Gregory, the Council has a vacancy, Bradley was thanked for the work he had done for the Council
- Martyn Purcell and Mohamed Suleman were welcomed to the meeting

**22.95 Minutes**

Members considered the minutes of the Parish meeting held on 7 September 2022. The minutes of the meeting were ADOPTED as a true record and were signed by the Vice-Chairman.

**22.96 Co-option of New Councillors**

Members considered the applications from Mr M Purcell and Mr M Suleman. The matter was put to the vote and Members unanimously RESOLVED that both be co-opted onto the Parish Council with immediate effect. The Declarations of Acceptance of Office were signed by the newly elected Councillors and witnessed by the Clerk, the Vice-Chairman invited them to join the meeting.

**22.97 Wiltshire Councillor Update – Main Points:**

- Regarding PL/2022/00239I – Restrop Road – The Wiltshire Council Planning Case Officer has advised that the agent has submitted a flood risk assessment, a landscape and visual impact

assessment, and a highways report recently. Wiltshire Council are waiting for an ecological report and once that has been submitted there will be a further round of consultation and publicity, after which a report will be written-up for its determination.

- Cost of Living – The Wiltshire Council website has various practical advice to help and a Warm Spaces Survey, which allows for communities to add their local facilities and event for residents. It was suggested that the Parish Hall's Cake Break was added. There is also an interactive map of community food providers (food banks etc).
  - In December, there is a Rapid Scrutiny Review of the care market.
  - The recycling centre has moved to winter opening hours of 10am - 4pm until March
- Members discussed placing an article in the Lydiards Magazine/social media, advising residents of the availability of the cost of living advice, warm spaces and community food providers.

## 22.98 Clerk and Handyman Reports

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| 127.21 Painting of Telephone Kiosk<br>Resolved an amount of up to £100 to cover the cost of the paint, brushes and other cleaning materials purchased by the Council. Oct - Confirmed only paint required – Clerk to purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 183.21 – Dogs on Playing Field<br>Agreed to revisit the current signage (relating to dogs) and to investigate further how to manage dogs on the playing area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PQT – 7 April (b) and 22 June 2022 (b)<br>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.<br>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. |
| 280.21 Jubilee Club House - Health and Safety<br>Members resolved to purchase and install a blind spot mirror at a cost of up to £75.00 from the JCH maintenance budget. Handyman looking at the options available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22.38 Jubilee Club House<br>DELEGATED to Clerk to investigate the provision of CCTV, an intruder alarm, complete the purchase of the plates, costs met from JCH small equipment renewals budget. Plates ordered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22.41 The Mews - RESOLVED:<br><ul style="list-style-type: none"> <li>• to instruct Solicitors involved in the process to apply for title absolute for the Recreation Field and to apply to have the address of current titles updated to the Parish Office address budget of a maximum of £350 met from professional fees Councillor Hill-Wheeler to work with the Clerk to take this forward Letter and copy documents sent – update requested from Solicitors</li> <li>• Councillors to visit the site, to be arranged, following visit to obtain feedback from residents</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |
| 22.46 Parish Noticeboards<br>RESOLVED to set a budget of £2000 funded by CIL Funds, to relocate and replace noticeboards DELEGATED to Councillor Allsop, the Handyman and Clerk, change of design new quote requested<br>PQT from 22 June<br>A resident asked if action had taken place regarding the overhanging branches by bus stop at Bagbury Park. Letters sent to businesses and contact made with WC for assistance. New request sent to WC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22.63 Footpaths<br>Members AGREED to have a dedicated Footpath Group page website to show work completed/ planned, and to ask parishioners to advise the Group of any footpath problems. To be actioned by Councillors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 22.81 War Memorial Clock<br>Members resolved to take over the responsibility for the funds to hold for the maintenance of the War Memorial Clock. Once the transfer of funds has been completed the Parish Council will consider the purchase of a back up battery to cover breaks in power supply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22.82 Footpath Working Party<br>The first stage of the project to clear the bramble and debris on the Village Green and LMIL38 has been completed. Following discussions, Members RESOLVED: Councillor Cole to become the Council representative to the Footpath Volunteer Group, with their activities to be reported under Council and Community representation. Councillor Westwood to write a brief for the role. CLOSED.<br><ul style="list-style-type: none"> <li>• Photographs of trees to be taken, the Clerk to then liaise with Wiltshire Council, regarding tree management and permissions required for tree works. Liaison ongoing with WC</li> <li>• Clerk to contact WC, regarding land management and the sowing of seeds. Waiting response</li> </ul>                                                                                                                                                                         |

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| <ul style="list-style-type: none"> <li>• Footpath Volunteer Group to take responsibility for LMIL38.</li> <li>• Clearer signage and additional signs to be obtained from Wiltshire Council.</li> </ul> <p>Working Party to move forward with information for notice board content, feedback requested from residents on Lydiard Millicent WW2 history.</p> |
| <b>Clerks Report covering all previous requests for action - with current status</b>                                                                                                                                                                                                                                                                       |
| <p>28.20 Parish Resilience Plan (Community Emergency Plan)</p> <p>Clerk to locate the Parish Resilience Plan circa 2007. During office tidy up, unable to locate the 2007 plan, due to length of time and changes in the parish, to source a new suitable template plan for consideration. CLOSED see Minute Reference 22.107</p>                          |
| <p>39.21 Office Equipment</p> <p>A budget of £1000 to purchase: Office 365, Laptop, Monitor, Full Size Keyboard and mouse, quote for chair required. Ongoing</p>                                                                                                                                                                                           |

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| <p>Handyman Report (Main Points)</p> <ul style="list-style-type: none"> <li>• Clearance of litter from the recreation field now at a very low level. Litter picking throughout the Parish, normally carried out weekly, continues to yield high levels of rubbish.</li> <li>• The approach road, car park and play area at JCH receive regular attention in order to maintain a tidy, safe appearance. All the drainage gullies have been cleared and unblocked.</li> <li>• Regular monitoring of and liaison with the Grounds Contractors.</li> <li>• The smoke detectors, emergency lighting and other safety equipment in JCH continue is tested and results recorded as required. Records are maintained in the office at JCH and concerns any notified</li> <li>• The play area at JCH is inspected weekly and records kept. The annual inspection (unannounced) is due. Some of the older equipment continues to show marked signs of deterioration. The bark surfaces are forked over regularly and weeded as necessary. "Topping up" of the bark surfaces is required. One item of equipment (chain bridge) has been temporarily decommissioned. The wood treatment of the surrounding fence as an ongoing activity is nearly complete. The retaining boards in the Boules area have been largely removed as unsafe. Extension of the "junior" swing chains has been requested</li> </ul> |
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## 22.99 Financial Accounts

Members:

- NOTED and APPROVED the expenditure report covering September and October 2022
- NOTED and APPROVED the income report
- AUTHORISED the list of payments
- NOTED the positive feedback from Councillors Hill-Wheeler and Selwood following their monthly reviews of the accounts. The Vice-Chairman thanked them for their work.

## 22.100 Meet the Councillors Event

- The event to be held on Sunday 20 November from 11am – 1pm in the Parish Hall.
- The event will be informal, refreshments will be served.
- Topics: promotion and update from the Footpaths Co-ordinator, the future use of the old Mews play area and the Community field.
- Other organisations invited or to invited: Volunteer Footpath Group, Junior Football Club, Lydiard Millicent Cricket Team, Purton Scouts. A resident asked if the North Wiltshire Woodturning Association, could attend - Resident to email the Clerk with details.

Members APPROVED:

- a budget of a maximum of £100 - met from General Reserves.
- Organisation of the event delegated to Councillors Allsop, Hacker and Westwood, with input and assistance from other Members.
- A budget line of £100 for a 2023 event to be included in the 2023-2024 precept.

## 22.101 Jubilee Club House

Members NOTED the report.

- As reported previously the urinals are leaking, and costs were sourced for repair and or alternatives. Members considered the opportunity to move to waterless urinals, reducing the site's carbon footprint. Members RESOLVED to covert to waterless urinals at a cost of £316.00 (three hundred and sixteen pounds) met from General Reserves.
- The legionella testing of the showers requires the Handyman to turn off the cold feeds to the showers, due to the existing pipework layout of the building this is not achievable, lever taps

need to be added to the cold feeds to allow testing and maintenance. Members APPROVED £150.00 (one hundred and fifty pounds) met from General Reserves for the work.

- c. Following reports that the toilets were over filling, an investigation uncovered a full drain containing a non-working pump, a tanker to pump out the water is required. If a new pump is required, dependant on type, it could cost up to £1000. The Chairman and Vice-Chairman have authorised initial investigation with expenditure not exceeding £500 under Financial Regulation 5.4. Members APPROVED expenditure of a maximum amount of £1,500 (one thousand, five hundred pounds) met from General Reserves.

## 22.102 External Audit 2022 - 2023

Members formally NOTED the External Audit Report and Certificate, which stated: On the basis of our review of Sections 1 and 2 on the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

## 22.103 Planning Applications

Members NOTED the following Wiltshire Council Decisions

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| Application: PL/2022/05749 – Householder Application<br>Address: 8 Meadow Springs, Lydiard Millicent, SN5 3NH<br>Proposal: Erection of first floor side extension to create additional bedroom<br>WC Decision: Approved with Conditions                                                                                                                                                                                                                                                                                                                                                               | Applicant: Mr & Mrs Trowbridge |
| Application: PL/2022/04801 – Full Planning permission<br>Address: 8a Greenhill, SN4 8EH<br>Proposal: Proposed wooden clad single storey building to serve as a farrier's forge and workshop to provide space for the applicant's study and a place to provide further education to other farrier apprentices. Change of use of the yard area (that has been in existence as a yard, but has recently been hard-cored as a parking area by the applicant) to a general-purpose car parking area both for private use and for visitors to the workshop building.<br>WC Decision: Withdrawn by Applicant | Applicant: Mr Buckland         |
| Application: PL/2022/06426<br>Address: Church Farm, Church Place, Lydiard Millicent, SN5 3NE<br>Proposal: Works to Trees in a Conservation Area- Fell Maple Tree<br>WC Decision: No Objection                                                                                                                                                                                                                                                                                                                                                                                                         | Applicant: Mr Stuckey          |
| Application: PL/2022/03124 - Full Planning Permission<br>Address: Brockhurst Farm Stables, Greenhill, SN4 8EH<br>Proposal: Erection of replacement dwelling (Renewal of Planning Permission 19/01836/FUL)<br>WC Decision: Approved with Conditions                                                                                                                                                                                                                                                                                                                                                    | Applicant: Mr Wason            |
| Application: PL/2022/05583 - Householder Application<br>Address: 4 The Close, Lydiard Millicent, SN5 3NJ<br>Proposal: Erection of first floor extension to front elevation to enlarge bedroom<br>WC Decision: Approved with Conditions                                                                                                                                                                                                                                                                                                                                                                | Applicant: Mr & Mrs Evans      |

Members considered the following application outside of the meeting due to the time constraints on the application:

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| Householder Application<br>PL/2022/06357 | Applicant: Mr and Mrs Hennessy<br>Address: 6 Park View Drive, Lydiard Millicent, SN5 3LX<br>Proposal: Single storey front and rear extension. |
| Members APPROVED a NO COMMENT response   |                                                                                                                                               |

Members CONSIDERED the following applications:

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| Householder Application<br>PL/2022/07737                                                                                                                                                                                                                                           | Applicant: Mr Short<br>Address: 5 Washpool, SN5 3PN<br>Proposal: Single Storey Rear Extension.                                                                            |
| This application was also considered at the 7 September meeting – at the time Members approved a no comment response. Wiltshire Council has reissued to the Parish Council as amended plans and/or additional information have been received. Members RESOLVED to make NO COMMENT. |                                                                                                                                                                           |
| Householder Application<br>PL/2022/06506                                                                                                                                                                                                                                           | Applicant: Mr & Mrs Webb<br>Address: 14 Chestnut Springs, Lydiard Millicent, SN5 3NA<br>Proposal: Proposed partial first floor extension and single storey rear extension |
| Members RESOLVED to make NO COMMENT.                                                                                                                                                                                                                                               |                                                                                                                                                                           |

The new Councillors were invited to consider joining the Planning Rota Groups. Councillor Purcell joined Rota Group B and Councillor Suleman deferred joining a Group until the New Year.

A Member of the Public left the meeting

**22.104 Footpath Working Party**

Members RECEIVED a verbal update from Councillor Allsop. the Working Party held a meeting to discuss their next steps in regard to the area cleared by the Contractor, more information is being sought regarding the land management of the area and the need for better signage to define the footpath though the Green. There is a site meeting planned for 22 November to discuss further. Clearer signage and additional signs to be obtained from Wiltshire Council.

Wiltshire Councillor Bucknell left the meeting

**22.105 Policies**

Members considered and ADOPTED the following policies:

- a. Expenses Policy
- b. Harassment and Victimisation Policy
- c. Credit Control & Debt Collection Policy
- d. Website Policy

Additional Webmasters to assist Councillor Curtis to be appointed at next meeting

**22.106 Lloyds and Unity Banks**

Members NOTED the report. The Chairman and the Clerk have been trying to obtain a debit card for use with the Lloyds account – despite many attempts this has been unsuccessful. Currently there are just two Direct Debits being paid from the Lloyds account, with no other transactions being made. The Internal Auditor recommended that the two accounts be merged as there was no case for two current accounts. The Parish Council's main bank account is with Unity Bank – Unity can provide a Corporate MultiPay Card – a charge card designed for Unity Trust Bank customers. There is a monthly charge of £3 for this service.

Following discussions, Members RESOLVED to close the Lloyds Bank Account, moving funds to the Unity Account and apply for a Unity MultiPay card, with the £3 a month fee covered from Account Code 4056/101 – Bank Service Charges.

**22.107 Community Emergency Plan**

Members NOTED the outstanding action on the Clerk's Report from 2020 to update the 2007 Parish Resilience Plan. As the Plan cannot be located, and as the information is long out of date, it was AGREED to start afresh. Members were all asked to contribute to the document, Councillor Hill-Wheeler agreed to lead the updating process.

**22.108 Flagpole and Bench**

Members considered the request from the Parish Hall Committee to gift the flagpole to the Parish Hall. Although purchased by the Parish Council many years ago, the flagpole is on Parish Hall land, and it is insured and maintained by the Parish Hall Committee. Following discussions, Members APPROVED the gifting of the flagpole to the Parish Hall Committee. It was NOTED that the Parish Council noticeboard and water pump also located on the green area in front of the Parish Hall, remain the property of the Parish Council.

**22.109 Christmas Tree**

Members NOTED the report and after discussion, AGREED to fund a Christmas Tree for the school to a maximum of £100 (one hundred pounds). In future, Members would like the school to opt for a sustainable tree, either permanent, or one with roots that can be re-sited, or an artificial one. Clerk to notify the Head Teacher.

**22.110 Electric Vehicle Points (EVP)**

Members NOTED the information received from Wiltshire Councillor Bucknell regarding the opportunity to apply for a grant to install EVP's. After discussions, Members AGREED that the Jubilee Club House was not a suitable location for an EVP.

**22.111 Christmas Lunch for Luncheon Club Members**

Members considered the grant request for a donation towards refreshments for members of the defunct Luncheon Club's Christmas Lunch. Members were disappointed that the lunch was by invitation only and all spaces had been filled, leaving many residents unable to attend. Following discussions, Members RESOLVED not to allocate funds, because many residents do not have the opportunity to attend, and as the request was for beverages including alcohol, not food, it was deemed not appropriate for the Council to fund.

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

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| Area Board - Cllr Allsop updated Members on the grants awarded at the 28 September meeting, Royal Wootton Bassett Rugby Club were awarded £5000 towards solar panels, total project costing of £50,000 and £400 awarded to Jubilee Gardens for a greenhouse.                                                                                                                                                                                                                                                                                     |
| Local Highway & Footway Improvement Groups LHFIG - Cllr Curtis reported on the emergency meeting held regarding the temporary closure of the C70 at Hayes Knoll. Members of the Area Board voted for it to be permanently closed.                                                                                                                                                                                                                                                                                                                |
| Community Carers Group - Cllr Hacker reported: Carers booklet is available electronically, to be added to the website                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Community Safety Forum - Cllr Sharp reported: At the last meeting a presentation on the safeguarding framework was given.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Environmental Forum – Councillor Suleman AGREED to take over as representative                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Footpath Volunteer Group – Councillor Cole was confirmed as representative and reported that the Co-ordinator has confirmed footpath access is much improved, West of Hook still to do. The Co-ordinator will be attending the Meet the Councillors event with information to try and gain more support. The Co-ordinator is considering stepping down from the role due to lack of volunteers and support. The Wiltshire Council Rights of Way Officer is arranging a demonstration on how to repair/reconstruct stiles to national standards.  |
| Neighbourhood Watch (NHW) - Cllr Sharp reported: Several minor incidents reported over the last few weeks, with one case of antisocial behaviour on Stone Lane on the Police statistics, no details supplied. A resident reported suspicious activity late at night near Park Lane although no break-ins were reported. Councillor Sharp was unable to attend the Neighbourhood Watch AGM in Devizes. Members NOTED the written report received.                                                                                                 |
| Parish Hall - Cllr Allsop reported: At the last meeting it was confirmed: 26 November-Coffee Morning and 14 December-Luncheon Club Christmas Lunch. In the New Year, there are plans to introduce a regular 'soup and roll' event to replace the Luncheon Club. The remaining funds from the defunct Luncheon Club are to be used to place a defibrillator at the Parish Hall, the Parish Hall Committee in principle agreed to allow a footpath over Parish Hall land, for pedestrian safety reasons, although there are issues to be resolved. |
| Speed Indication Devices (SIDs) - Cllr Sharp reported: Thanks to the Council newsletter, the team has recruited another member to take and process readings. Councillor Sharp will record readings and positions and report to Council. Mr Montgomery changes batteries and moves the equipment. The Team should be able to obtain regular readings and build up a picture of increases or decreases of hot times or spots. Members NOTED the recent reading results.                                                                            |
| Speedwatch and Lorry Watch (Cllr Sharp) – No report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Website - Cllr Curtis reported: Website policy adopted this evening.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**22.113 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.

Two members of the Public left the meeting

**22.114 Land Issues**

Members received a verbal update from Councillor Allsop.

Meeting Closed at 9.14pm