

Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 11th November 2014 in Bradenstoke Village Hall at 7.00pm.

Councillors Present

Cllrs: Geoff Jackson-Haines, Judy Selby-Boothroyd, Rod Gill, John Webb, Lynn Thrussell, Ron Glover, Judy Digman and Tim Webb. Richard Selby-Boothroyd joined the other Parish Councillors following his co-option. Also in attendance were Wiltshire Councillor Allison Bucknell and Philip Williams – Senior Infrastructure Manager MOD.

Clerk: Jacquie Henly

There were 11 members of the public present

Before the meeting opened the Chairman welcomed all present.

Public participation included: Questions from members of the public, a report from Allison Bucknell, and a report from the Defence Infrastructure Organisation, MOD Lyneham.

The meeting was opened at 7.20pm

Item 1 - Apologies for absence

1.1 Apologies were received from Cllrs: Pollard and Bullock.

Item 2 – Declaration of Interest in items on the Agenda

2.1 Cllr Webb declared an interest in item 11d on the agenda as he is a good friend of the applicant of planning application 14/10083/FUL. Later in the meeting the following interests were also declared but for clarity they have been recorded here in the minutes. Cllr J Selby-Boothroyd declared an interest in item 5 on the agenda – Cooption of Richard Selby-Boothroyd her husband.

Cllrs Digman, Gill and Richard Selby-Boothroyd all declared an interest in item 10d of the agenda as they are all committee members on the Lyneham Village Hall Committee.

Item 3 – Approval of Minutes from previous meetings

3.1 Minutes from the full Parish Council meeting dated Tuesday 14th October 2014 were approved as correct by all members present and signed by the Chairman.

Item 4 – Consideration of matters arising from Public Participation

4.1 It was confirmed by members that the new Lyneham and Bradenstoke Parish Council web site should be available by the middle of next week.

4.2 It was confirmed by members of the Highways and Maintenance Group that they were looking into getting the disabled parking bay and footpath markings re-painted outside of the Village Hall in Lyneham.

4.3 The planning matter discussed would be covered later in the meeting.

Item 5 – Co-option of Richard Selby-Boothroyd to the Parish Council

5.1 The Chairman reported that Richard Selby-Boothroyd had sent a letter applying to fill the vacant space on the Parish Council. A vote was taken for those in favour and the result was unanimous. Cllr R Selby-Boothroyd signed the acceptance of office form following the meeting.

Item 6 – Clerks Report previously circulated to members

6.1 Sent out invitations to tender letters for cleaning and maintenance of the public toilets in Lyneham.

6.2 Sent out invitations to tender letters for tree work required on the Green in Lyneham

6.3 Chased Outstanding Allotment Fees with the assistance of Cllr Thrussell

6.4 Requested application forms to claim S106 money from WC and passed onto Cllr Thrussell so that an application can be made in liaison with the Community Group working on improvements to the play parks.

6.5 Wrote a letter confirming the funds that are available from the Parish Council regarding the improvements to the play parks.

6.6 Took delivery of and wrote a note to be delivered with the 30mph bin stickers.

6.7 Wrote to the co-op asking for them to increase the size of their bin or empty more frequently to prevent overspill. Also asked if they would consider repairing the road leading into the car park as it was very uneven.

6.8 Sent a letter to the bank requesting the dates we receive bank statements be changed.

6.9 Liaised with the Web Designer regarding the layout of the site

6.10 Requested content for new web site from various Community Groups and Parish Councillors.

6.11 Liaised with the Solicitor regarding the ongoing case with previous Clerk.

6.13 Discussed with the Elections Team at WC the history of appointments to Lyneham and Bradenstoke Parish Councilors to establish to correct procedure to take for filling the vacant seat.

6.14 Started collecting content for the new Parish web site.

Item 7 – To receive reports from Working Groups, Committee's and representative members of outside bodies

7.1 Report from Highways and Maintenance Working Group

1. Flower beds on the green to be re planted in a few weeks time, plants that are currently there are doing well at the moment. (Cllrs Thrussell, Selby Boothroyd and Digman to purchase plants and bulbs from the allocated budget)
2. Extra small flowerbeds to be placed on the green Cllr Gill will need to purchase the railway sleepers and soil from the allocated budget. Cllrs Thrussell and Digman will do the planting.
3. A small flowerbed or tub to be placed in Bradenstoke where the notice board is. To be purchased from the allocated budget.
4. Shirley Smith confirmed with the Clerk that the flower beds maintained by the Bradenstoke Amenities Fund were owned by them and that they would be happy to continue to supply plants and maintain them in the future. When the budget is discussed for the next financial year a contribution towards the maintenance of them will be considered.
5. Trees that were planted in Brandenstoke and Lyneham parks last year need to be maintained. Cllr T Webb has agreed to put container somewhere on his land to hold leaves to make mulch. This could then be used around the trees planted last year. It is proposed to ask the grass cutter when he picks up the leaves from the green to take them to the container. Larger protection is also needed for the growing trees. Cllrs Thrussell, Selby-Boothroyd and Digman will count how many trees have survived and then get a cost for larger protection sleeves.
6. Cllr Gill will look at how the area around the bus stop in Bradenstoke can be tidied up. One suggestion is to lay some slabs. Costs will be required.
7. Cllr Selby-Boothroyd to look at the cost to purchase some kind of clothing for the maintenance group to wear while doing work around the village. Lyneham and Bradenstoke Parish Council could be printed on the garment as a form of identification
8. Play Parks check list forms to be revised with relevant information to individual parks
9. Work through the ROSPA play park reports to see what needs attention. In the main both reports show little or no work is required.
10. New flower beds have been installed on the Green in Lyneham and extra ones are planned for Bradenstoke.
11. The grass cutter has agreed to do extra leaf collections during the autumn months and as Cllr Webb has agreed to recycle them at his farm the grass cutter will reduce his fee as he won't have to pay for tipping them.

7.2 Report from Allotments Working Group

1. An allotment plot has been set-aside for the Parish Council to use. The intention is to store some of the plants, which can be taken from the flowerbeds and used again later on. Flowers can also be grown from seeds and cuttings taken for future use.
2. In the future consideration could be given to the purchase of a small shed or green house for the winter months.
3. Cover plots if/when vacant to stop weeds from growing and blowing onto neighbouring allotments. Cllr Gill may be able to get the covering for free, if not we may need to purchase it.
4. No person should be allowed more than two plots; this would allow more people to be able to work an allotment, as they can be very sought after. If anyone has more than 2 plots at the present time they should be allowed to keep them until they decide to give them up.

7.3 Report from Communications Working Group

1. A letter has been written by Cllr Selby Boothroyd, to be sent out to other parish councils in the surrounding areas to see if a Liaison Group can be formed.
2. 30mph speed stickers have been delivered to all houses on the main road throughout Lyneham and Bradenstoke – These were delivered by Cllrs Thrussell, Digman and Selby-Boothroyd.
3. New inserts are required for the Councilor ID badges – The Clerk will be asked to make some.
4. News magazine is being produced, hopefully to be ready to send out second week in November, will need Councilors and volunteers help to deliver.
5. Cllr Pollard is looking at various printing companies to compare costs and hopefully reduce the fees we paid last time.

Item 8 – Tenders for the Cleaning and Maintenance of the public toilets

- 8.1 Only 2 tenders had been received despite having sent out 6 requests to contractors.
- 8.2 After consideration of the 2 received it was agreed to award the contract to AW Services of Melksham. Apart from being the cheapest of the 2 quotes received this will also be a saving compared to the previous contractor.

Item 9 – Tenders for tree work required on the Green in Lyneham

- 9.2 Only 3 tenders had been received despite having sent out 5 requests to contractors.
- 9.3 After consideration of the 3 received it was agreed to award the contract to Franklin Garden Design. Although it wasn't the cheapest of the quotes he had identified that some of the other trees nearby also needed trimming back to avoid them overhanging pavements and offered to do this extra work within the price he had quoted.

Item 10 - Finance

10.1 Account Balances inclusive of all cheques written and deposits made - Current Account £51935.91
Deposit Account £78097.05

10.2 The following payments have been made and received

Cheque No	Payee	Amount
501	Playsafety Limited – Play park inspections	156.00
502	Deborah Bourne – Final Pay & Expenses	1681.29
503	Lynn Thrusell – Post Box for notice board and oil to treat other notice boards	34.98
504	J Henly – Clerks Salary October	535.60
505	Lyneham Primary School - Grant	700.00
506	Grant Thornton – Audit Fees	360.00
507	Lyneham Village Hall – Hall Hire	10.50
508	Bradenstoke Amenities Fund – Plants	50.96
509	Goughs Solicitors	3002.40
510	J Henly – Expenses & Accounts book	125.04
511	RBI Poppy Appeal – Poppy wreaths	51.00
	Money Received	Amount
	Allotment Rents	240.00
	BT Wayleave	780.00

10.3 The Chairman reported that we had been experiencing some difficulty with the HSBC Bank. He proposed that we changed to Santander. Members voted unanimously in support of the proposal.

10.4 An application for a grant from Lyneham Village Hall towards the cost of new chairs and a new central heating boiler was considered. After discussion it was agreed to award the full £692.00 requested.

10.5 The second grant application listed on the agenda had been removed from the agenda before the meeting.

Item 11 - Planning

11.1 An update on planning applications had previously been circulated to members

11.2 Planning application 14/10007/FUL Erection of 4 dwellings – land adjacent to 3 Rosehill Close, Bradenstoke. It was resolved to open this section of the meeting for discussion with members of the public. During the Public Participation arguments for supporting and refusing the application were heard. This discussion continued. After lengthy debate and consideration a proposal was made to not support the application, because it was not what the majority of residents wanted, this had been identified in the Community Led Plan. The application also contravenes a number of planning policies. The proposal was to support the letter sent to Wiltshire Council by Mr Mrs McFarlane. A vote was taken 5 members supported the proposal 3 members were against. Wiltshire Council will be informed Lyneham and Bradenstoke Parish Council do not support the application.

11.3 Planning application 14/09970ADV – Internal and external fascia signs – Co-op Store Lyneham. There were no objections to this proposal

11.4 Planning application 14/10083/FUL – Proposed balcony – 109 Bradenstoke. After discussion a vote was taken 7 members had no objection to the proposal. Cllr J Webb has expressed an interest in the application and therefore did not vote.

Item 12 – Update on the supply of defibrillators

12.1 Cllr J Webb reported the cost of each unit is approximately £1500.00 – The MOD are still amenable to help with the cost Cllr Webb will continue with negotiations and report back at the December meeting.

Item 13 – Approval of letter to be sent to Neighbouring Parish Councils re setting up a Liaison Group.

13.1 A draft letter had previously been circulated to members. It was approved for circulation and will be sent by the Clerk.

Item 14 – Exchange of Information

14.1 Cllr J Selby-Boothroyd requested that an agenda item was made to discuss public communications with the Parish Council.

14.2 Cllr Thrusell asked for the purchase of hi visibility waistcoats to be made an agenda item.

14.3 Cllr R Selby-Boothroyd in support of the request from Cllr J Selby-Boothroyd suggested that a Communications Protocol be written and circulated ready for approval at the next meeting.

14.4 Cllr R Selby-Boothroyd volunteered along with Cllr T Webb to attend the consultation regarding moving the boundary affecting Thickthorn and Preston taking them out of Lyneham & Bradenstoke Parish and making them part of Clyffe Pypard.

14.5 Cllr Gill requested an agenda item for the next meeting to discuss installing new gates to the playing field and the allotments in Bradenstoke.

14.6 Cllr Glover gave a vote of thanks to Cllrs Gill, Thrussell, Digman and J Selby-Boothroyd for the hard work in making the new flowerbeds. Cllr T Webb will shortly be filling them with soil.

Item 15 – Date of the Next Meeting

15.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 9th December 2014 at Lyneham Village Hall at 7.00pm.

Item 16 - Close of the Meeting to the Public

16.1 The meeting closed and members of the public and visitors were asked to leave at this point as a confidential matter was to be discussed.

Signed
Chairman

Date