



**Clerk to Council: Elizabeth Martin**

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## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 12<sup>th</sup> December 2023 commencing at 7:00pm.

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**MEMBERS PRESENT:** Frank Ball [FB], Stuart Barnard [SB], Rod Gill [RG1], David Leuty [DL], Shendie Green [SG]

**OFFICER PRESENT:** Elizabeth Martin [EM], Clerk to the Council

**CHAIR:** Frank Ball [FB]

**APOLOGIES:** John Williams [JW], Ron Glover [RG2]

**ABSENT:**

Meeting Commenced: 19:12

CM23/305 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies received from Cllrs. John Williams and Ron Glover

CM23/306 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
SB declared an interest in item CM23/314

CM23/307 **MINUTES OF THE PREVIOUS MEETING, 14<sup>TH</sup> NOVEMBER 2023**  
Proposed FB. Seconded SB. Agreed.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 14<sup>th</sup> November 2023 Be Accepted As Presented.**

CM23/308 **CHAIRS ANNOUNCEMENTS**  
The Chair asked to nominate a Vice Chair for the Council. The Council agreed.

CM23/309 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR**  
Proposed FB. Seconded SG. Agreed.

**IT WAS RESOLVED THAT Cllr Stuart Bernard be duly elected as Vice Chair of Lyneham and Parish Council for the forthcoming year.**



CM23/310

**TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**

EM sent apologies for missing an email earlier in the year and read out the message to acknowledge that Lynseanne Barnard has now taken over the keeper of the litter picking equipment. Lynseanne would like to acknowledge Mrs S Palmer by extending thanks to Mrs Palmer for all her hard work and dedication she has shown the community over the years. Lynseanne would hope to do as good of job as Mrs Palmer.

EM is still waiting for the precept calculator to be released from Wiltshire. WCC has been out to consultation for a change in the Council Tax Reduction Scheme. This has delayed the calculator to be released at the normal timings from previous years. The Council will need to submit the agreed budget and precept request by January 18<sup>th</sup> but due to the delay the Council has a bit of extra time to forward any comments or suggestions for the impending 2024-2025 budget that will be agreed in the January meeting. EM welcomed any information or queries the Council may have.

The tree work has been confirmed and EM is awaiting a timetable for the work to begin.

Two quotes have been received for a new tree survey in 2024 with other on the way.

The ground contractor is back and has started the long list of pre-agreed works in Lynham and Bradenstoke.

CM23/311

**TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**

Covered in CM23/310 above.

CM23/312

**PLANNING**

CM23/313

**To Consider The Following Planning Requests**

[PL/2023/09224](#)

**Proposal**

Installation of external wall insulation to service family accommodation. (See Planning Archetype document for full address list).

**Site Address**

1 -35 (odds only), 2-32 (evens only), 38 and 40 Hastings Drive, Lynham, Chippenham, Wilts, SN15 4AE

**Application Type**

Full Planning Permission



**Outcome**

No comment

[PL/2023/09551](#)

**Proposal**

Approval of reserved matters pursuant to outline planning permission PL/2021/11175 detailing, scale, layout, external appearance, and landscaping for the construction of 56 new homes, internal roads, with associated infrastructure and open space.

**Site Address**

Land North of Webbs Court, Lyneham

**Application Type**

Approval Of Reserved Matters

**Outcome**

No comment

[PL/2023/09785](#)

**Proposal**

Conversion of agricultural building into a single storey residential dwelling, associated parking and associated works.

**Site Address**

Lillybrook Farm, Bowds Lane, Lyneham, SN15 4DS

**Application Type**

Full Planning Permission

**Outcome**

The Council was unable to find "Lillybrook Farm" and would like clarification of the address. The Council noted that road access has been put in and is looking to understand where the planning application and agreement for this has been agreed. Equally, the only area that the Council believes this application might apply for is agricultural use only, and expects that evidence of an agreed planning application to change for residential use would be transparent and made available for review.



[PL/2023/09912](#)

**Proposal**

Variation of condition 9 (approved plans) on PL/2021/11690 to swap the location of the Y Scale and Z Scale buildings as approved in the 2022.

**Site Address**

MOD Lyneham, Calne Road, Lyneham, Chippenham, SN15 4XX

**Application Type**

Removal/Variation Of Conditions

**Outcome**

No Objection

[PL/2023/09981](#)

**Proposal**

Variation of condition 11 of PL/2021/03235 - To change from a pre-commencement condition to a post commencement condition relating to hard and soft landscaping.

**Site Address**

Land at rear of 130 Holloway Road, Rosehill Close, Bradenstoke, Wilts

**Application Type**

Removal/Variations Of Conditions

**Outcome**

The Parish Council does not support this application. The Council believes that the developer is responsible for engaging with the conditions set out by the Planning Inspector and should be restricted from any further progression of the building until the terms set out from the appeal process have been met in full as listed. The Council would expect the developers to be accountable for breaching the planning approval from the start.

[PL/2023/10077](#)

**Proposal**

Construction and operation of a renewable energy park comprising ground mounted solar photovoltaics (PV) together with associated infrastructure, access, landscaping, and cabling.



**Site Address**

Land West of Lyneham Substation, West of Dauntsey Lock, Wiltshire

**Application Type**

Full Planning Permission

**Outcome**

No Objections

- CM23/314 **TO CONSIDER AND AGREE TO A GRANT REQUEST OF £8836.40 FOR BRADENSTOKE VILLAGE HALL FOR URGENT ROOF WORK**  
 Proposed FB. Seconded SG. Agreed.  
**IT WAS RESOLVED THAT The Parish Council Will Provide A Grant Of 75% Of £8836.40 To Total £6627.30 Which Will Be Supported From CiL Money Available In The Budget Reserves.**
- CM23/315 **TO CONSIDER AND AGREE IN PRINCIPLE TO SUPPORT A YOUTH PROJECT IN LYNEHAM INITIALLY FOR AN 8 WEEK PERIOD AT THE COST OF £180 PER SESSION WITH RISE TRUST AND THE MOD**  
 Proposed SB. Seconded SG. Agreed.  
**IT WAS RESOLVED THAT The Parish Council In Principle Support A Youth Project In Lyneham Initially For An 8 Week Period At the Cost Of £180 Per Session With Rise Trust and The MOD. The Parish Council Is Happy To Support A Total Of 4 Sessions £720. Money Will Be Released Subject To Match Funding.**
- CM23/316 **TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN**  
 The Officer at Wiltshire Council has been difficult to reach regarding the review that was done by a steering group from the Village in 2022/23 to understand why the formal document has not been updated. A Teams meeting was finally held on 28<sup>th</sup> of November with the Wiltshire officer and the Council has been advised that the life document will not be amended with Wiltshire unless a formal policy amendment is made after a formal review. The Council has been advised to seek additional grant funding and seek help from a third party to review the policies that are in the agreed document. Action: EM to seek grant money for NDP reviews and identify the third-party groups for the quotes. The Council remain disillusioned with the process for Neighbourhood Development Plans and equally ask that a letter is written to the local MP regarding the current situation highlighting the facts that even with a NDP in place Wiltshire Planning disregard the plan in any event for current planning applications. EM to draft a letter and circulate to Council. EM to place review on the Parish Website and have a documented hard copy printed.



- CM23/317     **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/318     **Allotment Working Group**  
No report.
- CM23/319     **To Receive An Update On The Local Flooding In Bradenstoke**  
The Council met with a flood surveyor on the 11<sup>th</sup> of December 2023. The Council was out with the company for 2 hours walking the area and looking at the potential issues at different points.  
  
Documentation that the Council holds outlining the local flood risk areas on and previous works carried out in the area have been provided to the surveyor so that a plan going forward maybe considered.  
  
The Council awaits the outcome summary from the company to outline options for the Council. This will be brought back to the next meeting in January if a response has been provided.
- CM23/320     **Open Spaces & Play Areas Working Group**  
No report.
- CM23/321     **To Receive And Agree Handyman Quotes Received**  
Proposed SB. Seconded FB. Deferred To January Meeting.  
  
**IT WAS RESOLVED THAT The Parish Council Will Defer Until Further Quotes Are Available.**
- CM23/322     **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
The Next meeting is on the 12<sup>th</sup> January 2024.
- CM23/323     **Royal Wootton Bassett & Cricklade Area Board Update**  
The next meeting is on the 17<sup>th</sup> January 2023, 18:00, Proposed Purton Village Hall, Station Road, Purton, SN5 4AJ, Cricklade Town Hall. No Parish Council members are available to attend.  
  
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
- CM23/324     **Public Relations and Communications Working Group**  
Bradenstoke has had an anonymous party create a Christmas light initiative in the area.  
  
Areas of Lyneham remain watched/reported for the County Council to fulfil their obligations to maintain the area.
- CM23/325     **Parish Steward**  
Appreciation has been provided to the Steward for his hard work, friendly approach, and commitment to the area.



The Steward has been out in Lyneham clearing leaves and a footpath. The gullies and payments by the crossings have also been cleared. The overgrowth at the top of Clack Hill has also been cleared so the notice board is now visible. Clack Hill is in a desperate state with potholes. This is beyond the scope of the Parish Steward now and needs to be reported to Wiltshire Council for further work. EM to contact the Council. Members of the public are encouraged to report any work required on the link below.

Any issues may continue to be reported on the Mywiltsapp <https://www.wiltshire.gov.uk/mywilts-online-reporting>

- CM23/326      **Defibrillator Working Group**  
 SG and EM to meet after New Year
- CM23/327      **LOCAL HIGHWAYS AND FOOTPATH IMPROVEMENT GROUP (LHFIG, FORMALLY, CATG)**  
 Next meeting, 10<sup>th</sup> January 2024 at The Council Office, Ockwells, 113 High Street, Cricklade, SN6 6AE at 18:00.
- CM23/328      **FINANCE MATTERS**
- CM23/329      **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
 The Parish Clerk and Chairman agreed the initial flood survey appointment in Bradenstoke at £750.00 ex VAT.
- CM23/330      **To Receive For Information, Disbursements Made Since The Last Meeting**  
 Disbursements received as presented and will be attached as part of the minutes.
- CM23/331      **To Consider And Approve The Schedule Of Forthcoming Payments**  
 Proposed SB. Seconded FB.  
**IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.**
- CM23/332      **To Receive The Bank Reconciliations As Presented**  
 Reconciliations received.
- CM23/333      **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
 A letter from a member of the public regarding a claim for flooding has been circulated. The circular was addressed in the meeting. Action: EM to write formally to the member of the public with a reply on behalf of the Council.



CM23/334 **TO CONSIDER ITEMS OF MAINTENANCE**

- Clack Hill state of the roads
- Post for Bradenstoke SID
- There are some outstanding maintenance items for the toilets. The Council has funding. EM asked Councillors for suggestions – nothing received since last meeting. RG1 confirmed that two contractors were approached but did not wish to quote for the work. RG working to get additional quotes.
- Dog bin has been hit and needs replacement. The Parish Council are seeking the original location of the bin.
- Woodchips for the entry of the dog park. Action – EM to ask KI
- EM awaiting measurements of the notice boards for 3 notice boards so that costs may be quoted.
- Bollard at the dog field have been found and require installation again. SB to look at placing them back in the area.
- The Dog Park Sign has been damaged and requires replacement. Action EM to contact Highways to discuss replacement and original location.
- A tree in the dog park has a fallen branch – Action EM to get quotes for removal of this branch.
- Lyneham and Bradenstoke bus shelters require cleaning. Action EM to get quotes for cleaning.
- Signage for Pound Close Play Park – needs feedback on where this needs to be located.
- Trees at Bradenstoke Play Park need to be reviewed as several have died. SG and SB will review and feedback.
- Hedges at the children’s play area are encroaching onto the road and need to be cut back. Action EM to get quotes for the work.
- The Council needs to look at replacement tree planting strategy for Lyneham and Bradenstoke

CM23/335 **TO REVIEW A SUMMARY OF THE MEETING’S KEY POINTS & MESSAGES TO THE PUBLIC**

The Parish Council awarded 75% of the requested grant money to the Village Hall for roof repairs for a total of £6627.30 contribution.

The Parish Council are happy to sponsor a 4-week (out of 8) Youth Project to help support a local youth project in Lyneham and aid in the resolution of the anti-social behaviour in the area.



The Parish Council has engaged a flood surveyor to seek professional advice regarding the recent flooding in Bradenstoke.

The Parish Council has reviewed the available quotes for a handyman and will consider engagement when additional quotes are available.

Several items have been identified by the Parish Council for repair or maintenance will be managed over the coming weeks.

The Parish Councils contractor is now back and will be undertaking works over the next few weeks.

CM23/336 **TO REVIEW AND AGREE THE DATES FOR THE FULL COUNCIL MEETINGS IN 2024-2025**

The dates of the Full Council Meetings in 2024-2025 were agree as presented.

**NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 16<sup>th</sup> January 2024 at 7pm, at Lyneham Village Hall.

Meeting closed 20:34

Closed Meeting started 20:34

CM23/337 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**

Proposed FB. Seconded SG. Agreed.

**IT WAS RESOLVED THAT** In view of the confidentiality of the following items, that the press and public be excluded from the meeting in accordance with the public bodies (admission to meetings) act 1960, in order to discuss the items in accordance with standing order 3(d)

CM23/338 **TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

EM presented an update on the submission of the Section 38 by the developer. Secretary of State has not made a decision, but the time period has expired.

Council’s Solicitors will look at the Land Transfer document once the outcome of the S38 is known.

Meeting Closed: 20:52

## **Summary of Public Participation Section**

Parish Council Chairman, Cllr. Frank Ball opened the meeting and invited participation from the public.

### **Report from Wiltshire Council**

EM read the report submitted by Cllr Bucknell  
Report attached to these minutes.

### **MOD Lyneham Report**

Lieutenant Colonel Patey

Colonel Paul Jordan will be replacing Colonel Patey from 15.12.23. AB has been asked to continue to liaise with DIO regarding Avon Grove works until Colonel Jordan is fully in post on the 4<sup>th</sup> January 2024.

Thanks was given for the speed indicator information on the A310 and continued work with the Highways agency to improve the crossing outside of camp and continue to keep speeds at a minimum.

There have been a few issues with the recent arrival of Afghanistan families that have moved into the area. The MOD were not aware of the move to the local area, or when the move was due to take place. The MOD are working to gather required information that will help to provide the needed support for the family's arrival to a new area. The community centre is also involved to help provide the needed support required.

The Council agreed with the concerns raised regarding the families that have recently been moved to the area. The Council shares the concerns that the families have not been provided the correct support due to communication gaps in the scheme and are happy to support if needed.

The Parish Council will send a letter/email to Wiltshire Council expressing the concerns of how this initiative has been supported and managed to date and the welfare of the people from basic needs of required winter clothing to schools, working environments and dietary needs. More support is needed.

The Council has a planning application on the agenda to review concerning the training blocks at the MOD. Colonel Patey explained that the RAF will be turning to the base in the new year and this application is to help organise the living quarters on the base.

Colonel Patey thanked the Villages of Lyneham and Bradenstoke for the continued support and thanked the Council for the continuation of integrated working and support to aid in making the MOD a good neighbour. Additional thanks for the



support of Allison Bucknell Wiltshire Councillor and Frank Ball Chairman of the Parish Council were received.

The Parish Council asked about the ditch work completed by the MOD and noted that part of the ditch had not been dug out. EM to send pictures of the area in question for further feedback from the MOD on how to resolve.

**PCSO**

No PCSO in attendance, no report this meeting.

**Other Public Items Discussed.**

None

These minutes are accepted as a true and accurate record: -

Signed \_\_\_\_\_ Date \_\_\_\_\_

Draft



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
	08-Dec-23	Allotment Holder 32		Fix underpayment	£ 1.00	
Unbanked Receipts						
Expected Receipts						
Payments Made Since Last Meeting						
2010502	11-Dec-23	B/P to: Elizabeth Martin	Inv 59652	EXPENSES FLOOD SAX	£ 259.72	Y
2010501	11-Dec-23	B/P to: Lyneham Village Ha		053 - NOV	£ 30.00	N
2010500	11-Dec-23	B/P to: Elizabeth Martin		DEC PAY	£ 1,259.39	N
2010499	11-Dec-23	B/P to: Elizabeth Martin		EXP VIRT LNDLN DEC	£ 9.80	Y
2010498	11-Dec-23	B/P to: HMRC Cumbernauld		120PH02174514(7-9)	£ 608.44	N
2010497	11-Dec-23	B/P to: Geosphere Ltd		PARISH ONLINE	£ 288.00	Y
2010496	08-Dec-23	Direct Debit (NEST)		IT000005159344	£ 62.16	N
2010495	01-Dec-23	B/P to: Kevin Iles		GROUNDS KEEPING	£ 1,500.00	N
2010494	01-Dec-23	B/P to: Castle Water		WATER COMPANY	£ 18.38	N
2010493	01-Dec-23	B/P to: Elizabeth Martin		EXPENSES-PAY	£ 9.80	Y
2010492	01-Dec-23	B/P to: Elizabeth Martin		EXPENSES-PAY	£ 67.67	Y
2010491	01-Dec-23	B/P to: Barry Holman Gard		WILD FLOWERS	£ 496.80	Y
2010490	01-Dec-23	B/P to: BStoke Village Hal		BVH20049	£ 36.00	N
2010489	01-Dec-23	B/P to: Kevin Iles		GROUNDS KEEPING	£ 500.00	N
2010488	01-Dec-23	B/P to: Elizabeth Martin		PAY NOV	£ 1,259.19	N
Forthcoming Approved Payments (not included on Reconciliation)						
		B/P to: Bradenstoke VH		Hall Hire	£ 1,800.00	
		B/P to: Charlton		Payroll	£ 16.00	Y
		B/P to: Hugo		Internet	£ 16.00	N
		B/P to: Eon		Electric	£ 16.00	N
		B/P to: RKM Construction		Toilets	£ 36.00	N
		B/P to: Elizabeth Martin		Pension		N
		B/P to: Elizabeth Martin		Salary		N
		B/P to: Elizabeth Martin		Microsoft Expenses	£ 64.31	Y
Internal Banking Transfers - To Savings						

\* Amounts include VAT



## **Update for Lyneham and Bradenstoke Parish Council December 2023**

### **Wiltshire Council**

#### **Area Boards Meeting**

The next Area Board meeting will be Wednesday 17<sup>th</sup> January 2023 in Purton. Unfortunately The Chief Constable of Wiltshire, Catherine Roper can no longer attend, she will instead come to our February Community Safety Group meeting. Police and Crime Commissioner, Philip Wilkinson, should be in attendance.

#### **Local Highway and Footway Improvement Group (LHFIG).**

Next meeting January 10<sup>th</sup> 2024, venue TBC. New Highways engineer Martin Rose has taken over and has hit the floor running.

#### **Community Safety Forum**

Next virtual meeting will be Friday January 12<sup>th</sup> 2024 where the main speaker will be Wiltshire Peter White from the Wiltshire Council Highways Enforcement Manager to speak about fly tipping.

Various e-mail exchanges have taken place between Wiltshire Council, the Parish Council and steering group members. Wiltshire Council has offered to meet with PC and SG reps to explain way forward.

#### **Banking Hub**

The temporary banking hub is up and running in the RWB Post Office.

### **Local**

#### **Lyneham Banks**

An additional “end of 2 way” traffic sign has been installed on Clack Hill

A further newsletter will be out before Christmas. Work is progressing and is currently on schedule according to the published timetable.

Please use the email address [lynehambanks@wiltshire.gov.uk](mailto:lynehambanks@wiltshire.gov.uk) for all correspondence..

#### **MoD Lyneham**

The final works to Avon Grove Woods Bradenstoke have caused some local upset. I am liaising with the “owner” from DIO to seek an explanation of the works carried out, as there does appear to be substantial devastation to the area. The rights of way have now been closed for 6 months as they are deemed unsafe for the public

#### **Bradenstoke Solar Farm Community Benefit Fund**

**Councillor  
Allison Bucknell  
Lyneham**



Details of all grants and the application process can be found on the website  
<https://www.bradenstokesolarfund.org/>

### **Flooding**

Wiltshire Council Drainage team is working its way through all the flooding reports recently submitted. On site meetings will be arranged for local people to explain their flooding issues directly to the team. This is being done on a priority basis based on the number of properties flooded.

And finally...



*Thank you for all that you do for the  
Community.*

*Your efforts are truly appreciated.*

*Wishing you and your loved ones the best  
Festive season you can manage under the  
circumstances!*

*Allison*

