

## **Draft Minutes of the Annual Parish Meeting held on Tuesday 12th May 2015 in Lyneham Church Hall commencing at 7.00pm**

**Those present:** Attendees were asked to complete an attendance register, the following are the names recorded. Tom Blundell, Phil Williams, Cllr Allison Bucknell, Kate McFarlane, Richard Marshall, Geoff Childs, Mr Nigel Nunns, Margaret Drudge-Coates, Catherine Plenderleith, Ann Allen, David Allen, S Palmer, Wilma Goodfellow and Jenny May.

**Councillors Present:** G Jackson-Haines, J Webb, J Pollard, R Selby-Boothroyd, T Webb, R Gill, J Digman and J Selby-Boothroyd.

Clerk: Jacquie Henly

The Chairman of the Parish Council welcomed all present to the meeting.

1. The Minutes from the previous Annual Parish Meeting held on 8<sup>th</sup> April 2014 were approved and signed as a true record.

### **2. Matters arising from the above minutes:**

- a) Britain in Bloom – Lyneham and Bradenstoke were awarded Silver in the Pennant Competition last year.
- b) Community Speed Watch – Is now being run by a group of local volunteer residents.
- c) Liaison Group – The suggestion put forward at last years meeting to set up a Liaison Group with neighbouring Parishes has been actioned. Meetings are being held quarterly.

### **3. Chairman's Annual Report**

The Chairman read through his report to all present. A copy of his report and the full Parish Council Report will be put on the notice boards, in the Library and on the Parish web site.

### **4. Open Forum**

Mr Tom Blundell informed the meeting of a 'Ride of Respect' event happening on 17<sup>th</sup> May 2015. There will be approximately 1500 motorcycles travelling from Hullavington through to Royal Wootton Bassett Academy and the event will finish with a BBQ.

Mrs Ann Allen asked how the Neighbourhood Plan was progressing. This was on the Agenda to be discussed at the Annual Parish Council meeting following this meeting.

Mrs Ann Allen suggested the Parish Council should get more up to date by using Facebook as a form of communication and post copies of Agenda's on there. The Chairman said this had been discussed before and the decision had been taken not to use social media sites. However following her suggestion this will be considered again.

Mr Nunns reported that he was offended by the report that was written following the presentation at the April meeting by Gleesson Developments. He did not feel it was an accurate account of the meeting.

Mr Nunns requested to know when the Parish Council were first contacted by Gleeson about the possible development of land in Lyneham. This information was not available so will be forwarded to Mr Nunns after the meeting.

Mr Geoff Childs agreed with Mr Nunns and asked why the Wiltshire Councillor Allison Bucknell had not informed residents and the Parish Council earlier.

Cllr Allison Bucknell responded by saying she had no prior knowledge of the proposal either and outlined the process of how developers work.

Allison also explained that ideally brown field sites are the first choice for new development but when there is a lack of these WC have to look at green field sites on the edge of villages or towns to meet their quota of new housing provision set by the Government. The land at Pound Farm has been identified as such land. There is also another site in Lyneham at Victoria Drive that is likely to be developed, this is owned by Barratt Homes. Allison supported the Parish Council by saying they would not have had previous knowledge of the proposed development.

Mr Tom Blundell asked if a Developer has to contact the Parish Council before submitting plans for new developments. Confirmation was given that this is not the case, however it is considered good practice to do so along with public consultation. Tom said in that case he would like to thank the Parish Council for involving the public from the outset by holding an open meeting.

Mr Richard Marshall asked what the view if the Parish Council is on the proposed development at Pound Farm. The Parish Council responded by saying they had no view at the moment until Gleeson come back with a proposal.

Cllr Bucknell reported that there had been rumours circulating about a new School being built on the site. Following some research she could confirm there is no evidence that WC have any plans for a new School.

Mr Tom Blundell asked if there was any further news on the development of Edmunds Garage in Lyneham. It was confirmed that revised plans have now been submitted and should be available to view on the WC web site shortly. The revised plans have been scaled down from the original proposals.

Mrs Kate McFarlane raised a concern over the noise coming from the newly installed solar farm. She was also concerned about the wall of hay bales erected to act as a sound barrier. Firstly residents were concerned as they looked unsafe and secondly they were not really doing the job of dampening the sound.

Cllr Allison Bucknell and Phil Williams MOD, reported that the noise was coming from the 3 load banks that were currently in operation during the hours of 8.00am and 6.00pm. Negotiations are currently underway to connect to the National Grid, once this connection has been made the noise will stop.

Mr Richard Marshall asked what was the view of the Parish Council on the potential loss of 5 fields around Lyneham. Once again the Parish Council reiterated that at this time they had no view as they had no details of any such development.

## **Draft Minutes of Lyneham & Bradenstoke Annual Parish Council Meeting held on Tuesday 12th May 2015 in Lyneham Church Village Hall at 7.00pm.**

### **Councillors Present**

Cllrs: Geoff Jackson-Haines, Judy Selby-Boothroyd, Richard Selby-Boothroyd, Rod Gill, John Webb, Judy Digman, Tim Webb and Jack Pollard

Also in attendance were Philip Williams – Senior Infrastructure Manager MOD and Cllr Allison Bucknell (WC)

Clerk: Jacquie Henly

There were also members of the public present

Public participation included: A report from the Defence Infrastructure Organisation, MOD Lyneham and a report from Wiltshire Councillor Allison Bucknell.

### **Item 1 – Election of a Chairman**

1.1 Cllr Jackson-Haines was nominated as Chairman for the ensuing year, there were no other nominations and the vote was passed unanimously.

1.2 Cllr Jackson-Haines signed the Declaration of Acceptance of Office.

### **Item 2 – Election of Vice Chairman**

2.1 Cllr T Webb was nominated as Vice Chairman for the ensuing year, there were no other nominations and the vote was passed unanimously.

2.2 Cllr T Webb signed the Declaration of Acceptance of Office.

### **Item 3 - Apologies for absence**

3.1 Apologies were received from Cllrs Thrussell and Glover

### **Item 4 – Declaration of Interest in items on the Agenda**

4.1 Cllrs J Selby-Boothroyd and J Digman declared an interest in item 13d) on the Agenda as they are both part of the Britain in Bloom working party. The declaration was made later in the meeting but is recorded here for clarity.

### **Item 5 – Appointment of Members to the following Committees**

5.1 Finance: Cllrs Jackson-Haines (Lead) R Selby-Boothroyd, T Webb and J Webb

5.2 Planning: Cllrs J Webb (Lead) Gill, Jackson-Haines, J Selby-Boothroyd, T Webb and Glover

5.3 Administration and Employment: Cllrs J Selby-Boothroyd (Lead) Thrussell, Glover and J Webb

5.4 Cllrs Jackson-Haines (Lead) R Selby-Boothroyd and Glover

### **Item 6 – Appoints of Members to the following Working Groups**

6.1 Allotments: Cllrs Thrussell (Lead) Gill and T Webb

6.2 Highways and Maintenance: Cllrs Digman (lead), J Selby-Boothroyd, Thrussell, Gill and T Webb

6.3 Youth Issues: Cllrs Thrussell (Lead) J Selby-Boothroyd, Pollard and Digman

6.4 Communications: Cllrs Thrussell (Lead) Digman, J Selby-Boothroyd and Pollard

6.5 Defibrillators: Cllrs Pollard (Lead) and R Selby-Boothroyd

6.6 Britain in Bloom: Cllrs J Selby-Boothroyd (Lead) Thrussell, Digman and Gill

### **Item 7 – Appointment of Members to Outside Representative Groups**

7.1 Business Buddies: Cllr T Webb

7.2 Emergency Planning: Cllr R Glover

7.3 Neighbourhood Planning (NEW-V) Cllr J Webb

7.4 Community Area Transport Group: Cllr J Webb

7.5 RWB & Cricklade Area Board: Cllrs Jackson-Haines (Lead) T Webb and J Webb

7.6 Lyneham Village Hall Trust: Cllr Digman

7.7 Local Parish Liaison Group: Cllr J Selby-Boothroyd (Lead)

Items 5, 6 and 7 above were proposed and approved en block.

### **Item 8 – Approval of Minutes from previous meetings**

8.1 Minutes from the Parish Council meeting dated Tuesday 14<sup>th</sup> April 2015 were approved as correct by all members present and signed by the Chairman.

### **Item 9 – Consideration of matters arising from Public Participation**

9.1 There were no matters raised.

### **Item 10 – Clerks Report**

- 10.1 Sent in comments to Wiltshire Council on the planning application considered at the April meeting.
- 10.2 Sent a letter confirming our recommendation to refuse the planning application at Rosehill in Bradenstoke.
- 10.3 Chased WC for a price for reflective bollards for the Village Hall in Lyneham.
- 10.4 Typed up an information sheet for distribution at the Bordon and Arborfield Open events.
- 10.5 Added the vexatious complaints policy to Web Site.
- 10.6 Sent a letter to Colonel Scott – REME regarding the proposed 'Welcome Signs' for Lyneham.
- 10.7 Contacted WC Highways to see what permissions are required for the placement of the 'Welcome Signs'
- 10.8 Informed Hunter Page that the Parish Council intends to carry out a public consultation regarding the proposed Community Shop at a development in Bradenstoke.
- 10.9 Sent out 2 new Allotment Agreements following receiving notice that a resident was moving out of the parish.
- 10.10 Prepared the Annual Accounts ready for submission to the External Auditor.
- 10.11 Presented the Annual Accounts to the Internal Auditor for Inspection.
- 10.12 The Chairman signed a Section 96 Licence and we returned it to WC – This is in regard to planting wild flower seeds in the unused Chippenham Road lay-by situated between Lyneham and Bradenstoke.
- 10.13 Cllrs will be delivering copies of a questionnaire regarding a proposed Community Shop in Bradenstoke.
- 10.14 Placed an order for 3 Defibrillators. From the Community Heartbeat Foundation Trust

### **Item 11 – To receive reports from Working Groups, Committee's and representative members of outside bodies**

#### 11.1 Report from Highways and Maintenance Working Group:

- a) Cllr Gill has been busy installing new flower tubs outside of the public toilets. Many positive comments have been received from residents.
- b) We have had confirmation from WC regarding the type of reflective bollards we can purchase for highlighting the entrances to the Village Hall.
- c) We have been in touch with WC regarding fly tipping next to wall by the Indian Restaurant. Rubbish was removed and within a few days more was dumped there.
- d) Cllr R Selby-Boothroyd will shortly be meeting with WC on site to discuss the positioning of the Welcome to Lyneham Signs.

#### 11.2 Report from Allotments Working Group:

- a) Cllr Thrusell has met with 2 new allotment holders to allocate vacant plots. Fees and contracts have been received.
- b) Cllr Gill and Thrusell have been busy organising the Parish Council allotment, a shed has been erected which was kindly donated to us.

#### 11.3 Report from Communications Working Group:

- a) Work has been started in promoting advertising space and asking local groups for their contributions for the next issue.

#### 11.4 Report from the Britain in Bloom Sub Committee:

- a) Plans are going well with support coming forward to help prepare Lyneham and Bradenstoke for the Britain in Bloom competition.
- b) The Judging date for the Competition has been agreed and will take place on Friday 10<sup>th</sup> July between 10.30am and 1.00pm.

### **Item 12 – To receive a progress report on the Neighbourhood Plan**

12.1 Cllr J Webb reported that the Neighbourhood Plan was moving forward. He had previously circulated to members a copy of the first two chapters of the Neighbourhood Plan along with a draft copy of a local chapter to be included for Lyneham and Bradenstoke. Cllr J Webb explained that the end result of the plan would consist of a central plan incorporating details for which all the Parishes in the NEW-V Group have a common interest and a chapter on each individual Parish concerning matters only relevant to their local neighbourhood. It is Cllr Webbs intention is to circulate the draft copy of the local chapter to remaining members of the CLP Working Group before taking it to the May meeting of the NEW-V Group. Following acceptance of the entries it is expected that a local public consultation will take place in July 2015. Cllr J Webb suggested that a realistic date for a referendum to accept and adopt the Neighbourhood Plan is likely to be towards the end of the year or possibly the start of 2016.

### **Item 13 - Finance**

13.1 Account Balances inclusive of all cheques written and deposits made - Current Account £20875.51  
Deposit Account £78118.05

#### 13.2 Record of Payments made and money received since the last meeting

Cheque No	Payee	Amount
549	WALC – Annual Subscription	886.74
550	J Henly – Clerks Salary	535.60
551	Agricentre – Gates and Posts	426.06

	<b>Money Received</b>	Amount
	WC – Contribution towards public toilets	1083.00
	WC Precept & Grant	25488.29
	Allotment Rents x 2	30.00

13.3 Two trees situated behind the Indian Restaurant on the Green are interfering with BT cables and need to be reduced in size. The cost of this work is £425.00. This will include careful cutting and reshaping of trees and disposal of all waste. It was agreed the work will proceed and will be carried out by Franklins Garden Design.

13.4 Approval was given for the balance of £235.00 carried forward from last years Britain in Bloom budget to be used to provide refreshments on this years judging day in July.

13.5 The Annual Accounts to be submitted to the External Auditor were accepted and approved.

13.6 The Annual Governance Statement for the External Auditors was accepted and approved.

#### **Item 14 - Planning**

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

14.2 Planning application 15/03528/TPO to fell one Beech tree due to excessive shading – 1 Herbert Ludlow Gardens, Bradenstoke, was tabled for discussion however Wiltshire Council have informed us that they are going to visit the site to look at the tree on 13.5.15. They have reported that unless the tree is dead, decaying or dangerous they will refuse the application as it is protected by a tree preservation order.

14.3 Planning application 15/03423/FUL two storey side and rear extension 52 Lancaster Square, Lyneham. There were no objections to this proposal.

#### **Item 15 – Exchange of Information**

15.1 The Chairman reported the receipt of an e-mail from a resident enquiring if an Emergency Plan was in place for Lyneham and Bradenstoke. Cllr Glover is currently working on the production of a plan and this will be made an agenda item for the next meeting.

15.2 Cllr J Selby-Boothroyd asked if it might be possible to purchase and install some signs thanking people for not dropping litter. It was agreed she should obtain prices and suggest locations for the signs for the next meeting where a decision can be made.

15.3 Cllr R Selby-Boothroyd picked up on some points that had been made at the Annual Parish Meeting earlier in the evening.

One suggestion had been that the Agenda's for Parish Council Meetings should be circulated and displayed sooner. He explained that the Parish Council are bound by law and no decision can be made on certain items unless they are first included on an agenda, that must be displayed a least 3 clear days before a meeting. If the Parish Council should display the agenda's sooner than the 3 statutory days this would preclude more topical items being included on it. He gave an example; the Parish Council were notified today about the revised planning application for Edmunds Garage, however this application could not be discussed for comments to be submitted to Wiltshire Council as it had not appeared on the Agenda.

Another suggestion had been to use Facebook as a communications method. It was pointed out that in the past when the Parish Council had used Facebook as a communications tool certain members of the public had used it to send abusive messages and therefore it was not considered effective. Cllr R Selby-Boothroyd suggested that these items are added to the agenda for discussion at the next meeting.

15.4 Cllr R Selby-Boothroyd challenged a sentence that was included in the letter received by the Clerk giving notice of the revised plans submitted for the Edmunds Garage site. The sentence states:

'If you do not own the property, which you occupy, please forward this letter to the owner.'

Cllr Allison Bucknell said it didn't mean that someone living in a property they didn't own could not comment on planning applications, it just meant that the owner of the property should also be informed. It was agreed the sentence was ambiguous and perhaps needed re-wording. Cllr R Selby-Boothroyd has already challenged this with Wiltshire Council and now awaits a reply.

#### **Item 12 – 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 9<sup>th</sup> June 2015 at Lyneham Church Hall at 7.00pm.

The meeting closed at 8.25pm

Signed .....

Chairman

Date .....