

Minutes of Lyneham & Bradenstoke Annual Parish Council Meeting held on Tuesday 8th May 2018 in St Michaels Church Hall Lyneham following the Annual Parish Meeting.

Councillors Present

Cllrs: G Jackson-Haines, L Thrussell, R Gill, D Hewitt, J Wright, D Kee, F Gomme.

Clerk to the meeting, E Martch-Harry

There were also 8 members of the public present

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 L Thrussell was nominated as Vice Chairman for the ensuing year, there were no other nominations and the vote was passed unanimously.

2.2 Cllr L Thrussell signed the Declaration of Acceptance of Office.

Item 3 - Apologies for absence

3.1 Apologies were received from Cllr Tim Webb.

Item 4 – Declaration of Interest in items on the Agenda

4.1 There were no declarations of interest.

Item 5 – Appointment of Members to the following Committees

a). Administration and Employment (Cllr J Wright – lead, L Thrussell and G Jackson-Haines)

b). Finance (Cllrs G Jackson-Haines - lead, D Kee and D Hewitt)

c). Planning (Cllrs: J Wright – lead, T Webb and R Gill)

Proposed: Cllr D Kee Seconded: Cllr L Thrussell

Item 6 – Appoints of Members to the following Working Groups

a). Allotments (Cllrs: D Kee – lead, L Thrussell and R Gill)

b). Communications (Cllrs: Thrussell – lead, J Wright and G Jackson-Haines)

c). Emergency Planning (Cllrs: J Wright - lead, R Gill, F Gomme and T Webb)

d). Highways and Maintenance (Cllrs: R Gill – lead, L Thrussell, T Webb and D Kee)

e). Memorials (Cllrs: T Webb - lead, R Gill and G Jackson-Haines)

f). Open Spaces (Cllrs: T Webb – lead, L Thrussell, R Gill)

g). Young People and Families (Cllrs: L Thrussell – lead, D Hewitt and G Jackson-Haines)

Proposed: Cllr D Hewitt Seconded: Cllr L Thrussell

Item 7 – Appointment of Members to Outside Representative Groups

a). Community Area Transport Group (Cllr R Gill)

b). Lyneham and Neighbouring Parishes Forum (Cllr T Webb)

c). Lyneham Relief in Need (Parish Council Representative Malcolm Petch)

d). Lyneham Village Hall Trust (Cllr T Webb)

e). Neighbourhood Planning (Cllrs: G Jackson-Haines – lead, L Thrussell and D Hewitt)


f). Royal Wootton Bassett & Cricklade Area Board (Cllrs: G Jackson-Haines, T Webb, all cllrs welcome to attend)

Proposed: Cllr L Thrussell Seconded: Cllr D Kee

Item 8 – Approval of Minutes from the previous meeting

8.1 Minutes from the Parish Council meeting dated Tuesday 10th April 2018 were approved as correct by all members present and signed by the Chairman.

Item 9 – Clerks Report

- Attended and wrote April parish council meeting minutes.
 - Organised May Annual parish council meeting agenda and Annual parish meeting agenda.
 - Used monthly payroll and sent end of year rti.
 - Received weekly bulletins for planning applications which were sent on to councillors.
 - Responded to emails from the public.
 - Organised cheques and invoices and posted payments.
 - Attended RAF 100 years event.
 - Attended Neighbourhood Plan Steering group.
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- Worked with Lemon Gazelle & steering group to promote Neighbourhood plan survey to local community, through website, posters, etc.
- Printed and sent out paper copies of Neighbourhood Plan survey to public when requested.
- Sent documents to Cllr to keep website up to date.
- Organised financial risk assessment policy.
- Organised and updated the years; bank accounts, invoices, cashbook, minutes, agendas, standing orders, asset register and council policies ready for end of year parish council internal and external audit.

Item 10. Resignation of Del Lambourne

10.1 Sadly due to other commitments Cllr Del Lambourne has resigned from the council. Cllr G Jackson-Haines thanked him for his contribution to the Parish Council and wished him well with his future endeavours.

Item 11. Appointment and thanks to Internal Accounts Auditor Mr M Wilkins – Chairman of Hilmarton Parish Council.

11.1 Thank you to Mr Wilkins for undertaking the audit for the parish council. It has now been returned ready to send on to the external auditors PKF Littlejohn.

Item 12. To approve Financial Risk Assessment document previously circulated to members.

12.1 All councillors have received and read the documents. All agreed for them to be included in parish council policy documents.

Proposed: Cllr D Hewitt Seconded: Cllr L Thrussell

Item 13 – To receive reports from Working Groups.

13.1 Update on the Allotments: Cllr Dave Kee only just taken on the role so nothing to report as yet. 2 people on waiting list but one lives in Goatacre which is outside the parish and can't have an allotment. Clerk to send information to Dave Kee.

13.2 Update on the CATG: Bradenstoke, have started doing markings on the road and signage. Still waiting for quotes for pavement repairs.

13.3 Update on the Maintenance Group: Had a litter pick last Friday and Saturday. Thanks to Lynn Thrussell for organising it. 60 people from MOD supported the event on the Friday and did a good job. 60-70 bags of rubbish collected. Saturday only 6 members from the community joined the parish councillors which was disappointing. However the people attending did a great job. Thanks to the people serving tea & coffee. Thank you to Co-op whom donated cakes and biscuits as did Tesco.

Cllr Dave Kee cleared broken branch on the green which could have caused an accident. Also put up RAF 100 year banners around the parish.

Cllr Rod Gill sorted out hedging as requested and grass around the tyres. Now the White Hart has closed the grass will need cutting around it.

RAF 100 Year Event – all councillors came and helped put it away. Thanks to all, that camped out on the Friday night (to look after tents). Fantastic comments from everyone that came to the event. Thanks to everyone donating the raffle prizes and memorabilia. Fly past was great. Brilliant how everyone pulled together to support the event.

13.4 Update on the Highways Group: Mains water leak, new since yesterday. Cllr Allison Bucknall, water leak on Preston Lane will be fixed by the end of May. Drains to be unblocked again.

Parish steward so busy but spoken to him. Fixed pothole outside fish and chip shop temporarily then Water company came back and fixed it properly.

Item 14 - Finance

14.1 Account Balances inclusive of all cheques written and deposits made –

Current Account £42,272.93

Deposit Account £38,218.07

Cheque Number	Payee	Amount
771	Mark Thrussell – Litter pick up equipment & RAF 100 yrs. equipment	£173.02
772	Bradenstoke Village Hall Hire	£17.50
773	Kevin Iles House & Garden Services	£250.00
774	E.ON electricity Public Toilets	£131.60
775	A.W. Services Public toilets	£519.60
776	SLCC GDPR Webinar training for clerk	£36.00
777	Lemon Gazelle survey and NP meeting	£1,150.00

778	WALC Annual subscription	£1,055.23
779	Clerk April wages	£488.28
780	AON UK Ltd Insurance policy extension for RAF event	£56.00
781	A.W. Services Public toilets	£2,380.16
782	Food Hygiene training for RAF event	£24.00
783	Brass Band, Chippenham Male Choir & Nicole Taylor – performers for RAF event	£290.00
784	RAF 100yrs Cake	£180.00
785	J. Jackson-Haines, Toilet hire for RAF event	£234.00
	Money Received	
		£0.00

14.2 To agree payments in accordance with the budget as listed and previously circulated to members.

Proposed: Cllr D Hewitt Seconded: Cllr J Wright

14.3 Review of Internal audit for Annual Governance Statement and Accountability Return 2017/2018

Proposed: Cllr J Wright Seconded: D Kee

14.4 To approve Annual Governance Statement. Signed by Clerk and Chairman.

Proposed: Cllr D Hewitt Seconded: L Thrussell

14.5 To receive and approve of the Annual accounts year ending 31st March 2018.

Proposed: Cllr D Hewitt Seconded: R Gill

14.6 To approve the Accounting Statements for 2017/2018 for the External Auditors PKF Littlejohn LLP. Signed by Clerk and Chairman.

Proposed: Cllr J Wright Seconded: Cllr D Hewitt

Item 15 - Planning

15.1

18/02944/FUL – Erection of no.1 dwelling with detached garage for Plot 1, Prospect Cottage The Green Lyneham SN15 4PD.

6 Colnbrook Bypass Harmondsworth West Drayton UB7 0HG

No Objections

18/03508/VAR – Variation of condition 7 on 17/12376/DP3 to change trigger point of materials condition to allow works to commence on site.

Lyneham Primary School Preston Lane Lyneham SN15 4QJ

No Objections

Item 16

16.1 1914-1918 WW1 Memorial Update.

Stone cross ready to collect, weighs 1.5 tons. Cllr G Jackson-Haines negotiating with MOD to collect it.

16.2 A thanks to everyone who helped and supported the 100 years of the Royal Air Force Celebrations on 21st April 2018.

We raised £2,200 for the RAF Benevolent Fund. Piggies (food) will donate £100 towards fund also. Thanks to all the halls that gave their space for free.

Item 17 – Discuss permanent waiting restrictions by the Infant School to improve traffic flow.

17.1 On the hill leading into Royal Wootton Bassett. Cllr D Hewitt said it had worked really well and freed up the road from traffic. Community perspective is that it worked and traffic flow was better. Local residents might not be happy with changes. Cllr Allison Bucknall suggested timed restricted parking. Lyneham Primary School is a similar situation.

Item 18 - Exchange of information- to receive and discuss items from councillors for consideration on the next agenda.

18.1 Cllr L Thrussell said the public toilets look shabby and need repainting on the outside. Clerk to look into contractor to do the work.

18.2 Cllr D Kee referring back to Ann Kingdon comments on footpaths said that to pull out all the grass and soil from the cracks in the pavement would make it worse. It would create hollows and when water freezes it makes it worse like potholes. It would be best to spray with weed killer and kill grass instead.

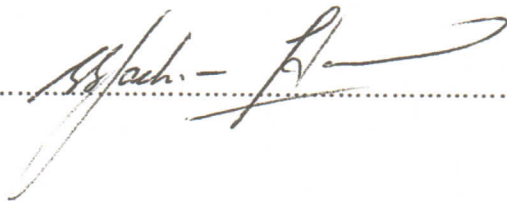
18.3 Cllr G Jackson-Haines to update on village signage. Currently waiting for costings. Cllr J Wright has everything ready to change website.

18.4 Cllr L Thrussell has completed the Parish Magazine and it will be ready for printing next week.

Item 19 – Date of the Next Meeting

14.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 13th June 2017 at St Michaels Church Hall, Lyneham at 7.00pm.

Signed
Chairman



Date

12th June 2018.