

Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 20th October 2015 in Bradenstoke Village Hall at 7.00pm.

Present

Cllrs: Geoff Jackson-Haines (Chairman), Judy Digman, Lynn Thrussell, Rod Gill, John Webb, Richard Selby-Boothroyd, Judy Selby-Boothroyd, Jack Pollard and Tim Webb.

Clerk: Jacque Henly

There were 14 members of the press and public present.

The Parish Council Meeting was opened at 7.00pm

Welcome

The Chairman welcomed all present to the second meeting of this month. He went on to say that the Council meeting last week had to be closed before much of the agenda had been tackled. The newspaper articles following that meeting were not factually correct and we look to the minutes of the meeting for a true record of proceedings. The Chairman did thank the reporter for the positive comments that were made about some of the work the Parish Council had been involved in. The draft minutes were published last week and are to be confirmed at this evening's meeting. The Chairman confirmed there would be no public participation this evening and that he hoped that those present would allow the Council to conduct its lawful business without interruption.

Item 1 - Apologies for absence

1.1 Apologies were received from Cllr Glover.

Item 2 – Declaration of Interest in items on the Agenda

2.1 Cllr J Webb declared an interest in item 13d on the agenda as the planning application was for the property belonging to personal friends of his.

Item 3 – Approval of Minutes from the previous meeting

3.1 Minutes of the meeting dated 13th October 2015 were approved by those present and signed by the Chairman.

Item 4 – Consideration of matters arising from Public Participation

These are the items raised at the meeting held on 13th October and not covered by the time that meeting was closed.

4.1 Tom Blundell – Asked if the Parish Council were ordering Poppy Wreaths for the Remembrance Services this year. The Clerk has already placed the order with Brian Kingscott. Mr Blundell brought the ordered wreaths with him to this meeting.

4.2 Cllr R Selby-Boothroyd had been approached by two local business people regarding the impending road works on the B4069. They were concerned that this work was being carried out over 7 evenings - this being the time that would most affect their businesses. Cllr R Selby-Boothroyd had been asked to raise the concern at the Parish Council meeting to see if anything could be done about the decision that had been taken. At the meeting on 13th October, the Chairman had invited Allison Bucknell, during public participation time, to comment. Cllr Bucknell reported that she had spoken with both businesses and that consultation had taken place with other residents affected and after discussion with her colleagues, closure over 7 nights from 7.00pm until midnight was considered to be the best option. The Clerk informed the Chairman that a response from the Parish Council was sent to Cllr Bucknell, when asked for an opinion, suggesting the work was carried out over 4 nights from 7.00pm to 6.00am rather than dragging out the disruption over 7 nights. Cllr R Selby-Boothroyd suggested that we contact the Highways Officers concerned to request the decision is reconsidered. The action was agreed by all present.

Item 5 – To receive items on the Clerk's Report

5.1 Sent in comments to Wiltshire Council on the planning applications considered at the September meeting.

5.2 Informed the Neighbourhood Police Team about a homeless man sleeping in the bus shelter after receiving a report from Wiltshire Council that residents were unable to use the bus shelter in the morning.

5.3 Obtained quotes for cutting the hedges at the Allotments in Bradenstoke.

5.4 Reviewed the Terms of Reference and Roles and Responsibilities for Committee's and Working Groups following the introduction of the new Open Spaces Working Group.

5.5 Produced a Data Protection Policy for approval at the October meeting.

5.6 Produced a Health and Safety Policy for approval at the October meeting.

- 5.7 Produced a Records Management Policy for approval at the October meeting.
- 5.8 Contacted Wiltshire Council to ask if the bin could be moved to the other side of the bus shelter closer to Edmonds Garage in Lyneham. WC has advised that they will not move it. Cllr J Selby-Boothroyd reported that she has since taken a photo of the bin and its location and suggested we write again to Wiltshire Council to ask them to reconsider. This was agreed.
- 5.9 Contacted Wiltshire Council to see if they have portable 'Please do not drop litter' signs. They do not.
- 5.10 Contacted Wiltshire Council to ask if they would consider putting a double bay parking space by the dog walking field in Bradenstoke for disabled users. WC advised we should raise this as an issue with the Area Board.
- 5.11 Applied to Wiltshire Council to have a street name installed for 2 properties in Bradenstoke to help identify them to delivery drivers and visitors. We were instructed to contact the supplier direct to get a confirmed price. Wiltshire Council will advise when we can order the sign following a notice inviting any objections to the proposal, WC will also confirm if they will install the sign.
- 5.12 Sent in the 3 responses to the consultation regarding a Community Governance Review of the boundaries related to Thickthorn and Preston.
- 5.13 Reviewed the Publications Scheme ready for approval at the October meeting.
- 5.14 Sent a message to PC Porter thanking him for his past service to Lyneham and Bradenstoke Parish and wishing him every success in his future post at Malmesbury.
- 5.15 Liaised with the MOD regarding the water supply situated in the Play Park field at Bradenstoke. MOD think it is no longer required so negotiations will take place with Thames Water to see if the Parish Council, depending on cost, could take over the supply for the allotments.

Item 6 – To receive update reports from working groups, committees and representative members of outside bodies.

- 6.1 Report from Emergency Planning Working Group:
- The defibrillators have been installed on the wall at Piggy's in Lyneham and the Office at Church Park in Bradenstoke. All three units are now live.
 - Awareness seminars regarding the defibrillators are in the process of being booked dates, times and venues should be available for inclusion in the winter edition of the parish magazine.
- 6.2 Report from Allotments Working Group:
- Spent time chasing Allotment holders for their renewal Allotment Agreements and fees for 2015/2016.
 - Moved some plants from the Parish Council plot back into the gardens throughout the villages.
 - Obtained quotes for hedge cutting and removal of waste to gain access back to boundary lines.
- 6.3 Report from Communications Working Group:
- Worked on putting together the Winter Edition of the Parish Magazine ready for publication.
 - Collected all the advertising fees due for the Winter Edition.
- 6.4 Report from the Open Spaces Working Group:
- The new sign has been erected on the gate at the dog walking field in Bradenstoke.
 - Play park re-development project: Sadly we have to report that those who were preparing the application for the final partnership funding for the parish play parks, for which we have been waiting for some time, were misinformed that the application would not meet the criteria for the grant application. Therefore the application was not submitted.
- On a more positive note the Parish Council Open Spaces Working Group has already started looking into alternative funding. The intention is to concentrate efforts on one play park at a time beginning with the re-development of the play park in Bradenstoke.
- RoSPA play park inspections have been carried out at both Bradenstoke and Pound Close parks and we are pleased to report that there was only one high risk matter brought to our attention overall from both inspections, arrangements have already been made to rectify the issue highlighted.
- 6.5 Cllr Webb reported that the next CATG meeting is scheduled for 28th October 2015 and he will be able to provide an update on outstanding issues at the next meeting.

Item 7 – To approve the formation of two new Working Groups

- 7.1 An Emergency Planning Working Group has already started putting together an emergency plan this meeting will formalise members of the group. (Details of all Working Groups can be found on the Membership of Lyneham and Bradenstoke Parish Council document posted on the parish web site)
- 7.2 A Memorials Working Group – Cllr J Selby-Boothroyd reported that after being approached by members of the public has been researching matters regarding the memorials in the parish. There is more research to be carried out and consultation with members of the public over future memorials and the maintenance of existing memorials so she was proposing a working group be set up made up of Councillors and interested members of the public.
- 7.3 Formation of both the above Working Groups was approved.

Item 8 – To review the Roles and Responsibilities and Terms of Reference for all Committees, Working Groups and Representative Members of outside bodies/committees.

8.1 Copies of the following documents had previously been circulated to members and were adopted en bloc:

- a. Roles and Responsibilities of Committees, Working Groups and Representative Members
- b. General Terms of Reference for Working Groups
- c. Specific Terms of Reference for Working Groups
- d. Roles and Responsibilities of Representative Members on outside bodies/committees
- e. List of all Committees, Working Groups and Outside Bodies and appointment of members to them.

Item 9 – To review and adopt an updated Publications Scheme including 3 new policies.

9.1 Copies of the flowing documents had previously been circulated to members and were adopted en bloc:

- a. Publications Scheme
- b. Health and Safety Policy
- c. Data Protection Policy
- d. Records Management Policy

Item 10 – To receive the results of this year’s South West in Bloom competition and discuss plans and preparation for future years Lyneham and Bradenstoke in Bloom competition entries.

10.1 Cllr J Selby-Boothroyd reported that she and Cllr Thrussell had attended a presentation day at Dartmouth. Lyneham and Bradenstoke had received 3 awards: Thriving, Developing and an overall Silver award. These were positive results and well deserved as people had worked very hard to achieve them. There are now a lot more volunteers that have come forward willing to help with next years preparations and plans are well underway already. One area where points were lost was on the The Green in Lyneham, although the area was exceptionally tidy and well kept the judges commented on the lack of colour, plans are already underway to introduce some flowering shrubs to rectify that. There are also plans for the layby on the left hand side as you travel from Lyneham towards Bradenstoke.

Item 11 – To receive an update report from Cllr J Webb on the Neighbourhood Plan and the presentation of the draft plan.

11.1 Cllr J Webb explained to all present how the NEW-V group worked and how the group was putting the Neighbourhood Plan together. The Lyneham Chapter is almost completed. There were still some concerns over land that had been put forward to be included in the Strategic Housing Land Availability Assessment (SHLAA) without the consent or the knowledge of the landowners. Until these concerns are addressed specific sites for possible new development will not be included in the Neighbourhood Plan. Cllr J Webb has also been trying to establish what need there might be for new housing to accommodate people coming to the area to work at the MOD site. At the moment no answer can be given so it will be noted as a known unknown.

The next stage is upon completion of the draft an extraordinary meeting of the council will be called to approve the draft so it can be put forward for a sustainability review; once that is approved then informal consultations will be arranged and are planned to be held in January and February.

Members of the public can make comment and someone independent of NEW-V and the Council will review questions and answers. Following that a referendum will take place before the Neighbourhood Plan can be finally adopted.

Once a Neighbourhood Plan has been adopted a Council will receive a higher amount of Community Infrastructure Levy (CIL), the successor to Section 106 money.

Item 12 – Finance

12.1 Account Balances inclusive of all cheques written and deposits made - Current Account £58284.13 Deposit Account £78140.01.

12.2

Cheque No	Payee	Amount
574	D Key – Britain in Bloom Expenses	117.00
575	J Henly – Clerks Salary	535.60
576	E-on - Electricity	52.19
577	Playsafety Ltd – Play Park Inspections	159.60
	Money Received	Amount

	Allotment Rents	360.00
	Precept & Grant	25488.29

The bank balances of accounts to date and payments made in accordance with budget had previously been circulated to members and were noted and approved.

12.3 Two quotes have been received for cutting the hedge at the Allotments in Bradenstoke:

- a. Kevin Iles House & Garden Services £300.00
- b. A W Services £250.00

It was proposed and approved by all present the job be awarded to A W Services.

12.4 A proposal to pay Ray Cole £30.00 as an ex gratia payment for minor conservation work regularly carried out on the Green in Lyneham was approved by all present.

Item 13 – Planning

13.1 Updates on planning applications had been previously circulated to members.

13.2 Planning Application 15/08501/VAR Variation of condition 2 of planning permission 13/02365/FUL Edgecombe House Lyneham was discussed and considered.

There was no objection to the application.

13.3 Planning application 15/08904/FUL Conversion of Methodist Chapel to 3 bed residential home with small single storey garden room to the rear – Bradenstoke Methodist Church was discussed and considered.

There was no objection to the application.

13.4 Planning application 15/09321/FUL Proposed rear orangery extension to Main House, front extension to detached annex and construct hipped roof to annex – Lyneham House, Lyneham was discussed and considered.

There was no objection to the application.

Item 14 – Exchange of Information

14.1 Cllr J Webb requested an item to be added to the agenda for the November meeting regarding CATG as it is hoped he will be able to give an update on progress with the dropped kerb for Bradenstoke.

14.2 Cllr J Webb reported that he had a meeting booked with Phillip Burchell, Cllr Bucknell and April, the person that worked as a liaison between Church Park residents and British Solar Renewables. The meeting is to discuss the screening bank work that has been started by British Solar Renewables but not completed due to lack of funds.

14.3 Following on from Cllr J Webb's comments about meeting with British Solar Renewables, Cllr R Selby-Boothroyd recommended that this Parish Council contact the Cabinet Office, and other agencies that that may lead us to, to attempt to discover how the Community Fund will work. It seems iniquitous that the solar array contractors have stopped planting the screening around their site with a view to using the Community Fund in future to complete the screening on the pretext of benefitting the community.

14.4 Cllr R Selby-Boothroyd raised a concern over the Freight Assessment and Prioritisation Mechanism; a request is considered for assessment of the A3102 south of Lyneham. On the Wiltshire HGV Route Network map this route is not shown, nor is the B4069. He recommended that the Highways Working Group reviews the material received from Wiltshire Council and makes recommendations to take forward to the Lyneham and Neighbouring Parishes Forum because this is not an issue that can be dealt with by individual Community Area Transport Groups in isolation. This was agreed.

14.5 Cllr R Selby-Boothroyd recommended that the Finance Committee meets to review the budget surplus ahead of the precept setting meeting and follow with proposals for a two stage public consultation about the best use of the surplus funds.

14.6 Cllr J Selby-Boothroyd asked for an item on the next agenda to discuss if equipment could be purchased to record the Parish Council Meetings in the future.

Item 15 – Date of the Next Meeting

The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 10th November 2015 in Bradenstoke Village Hall starting at 7.00pm.

Item 16 – Close of Meeting

16.1 The meeting was closed at 7.45pm

Signed Date

Chairman