



**Clerk to Council: Elizabeth Martin**

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>  
Email: [Parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:Parish.clerk@lynehamandbradenstoke-pc.gov.uk)  
Telephone: 01225 864240  
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

9th July 2020

To: **Members of Lyneham and Bradenstoke Parish Council**  
Cc: Wiltshire Councillor for Lyneham

Dear Councillor,

You are summoned to attend the meeting of Lyneham and Bradenstoke Parish Council to be held Virtually on Tuesday 14th July 2020 at 8:00pm for purposes of transacting business as set out in the Agenda below.

The meeting will be held REMOTELY using Microsoft Teams.

For Members of the Public wishing to observe the meeting they may do so at the following address

<https://bit.ly/3gFEyvN>

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting. The Wiltshire Councillor for Lyneham, the press and public are invited to attend.

**A public participation section will precede** the main Council meeting for up to fifteen minutes, three minutes per person. No decisions or arrangements will be made on items raised in this section unless the issue is listed on this Agenda. The main Council Meeting will commence following this session

Members of the public wishing to ask a question regarding an Agenda item are asked to submit it to the Parish Clerk by email to [parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:parish.clerk@lynehamandbradenstoke-pc.gov.uk)

If the member of the public does not use email, then the question should be mailed to the Parish Clerk at the above address. The question will be read out at the meeting and, if possible, an answer will be given at the time. If that is not possible then a written reply, either email or post, will be given after the meeting.

This is normal procedure for regular meetings. All questions received will also be posted to the Parish Council website before the meeting commences. Website address - [www.lynehamandbradenstoke-pc.gov.uk](http://www.lynehamandbradenstoke-pc.gov.uk)

Yours sincerely,  
**Elizabeth Martin**  
Parish Clerk



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## PUBLIC PARTICIPATION

- a. Report from the Wiltshire Council Member for the Lyneham division
- b. Report from MOD Lyneham.
- c. Comments from members of the public to be considered by the Council regarding items on the Agenda.

## AGENDA

- 1 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
To Receive any Declarations of Interest.
- 3 **MINUTES OF THE PREVIOUS MEETING**  
To Confirm as a true record the minutes of the Parish Council meeting held on 9th June 2020.
- 4 **PLANNING COMMITTEE**  
Cllr Tim Darch to report.
- 5 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
  - a. **Neighbourhood Development Plan Steering Group**  
Cllr Keith Webster to report
  - b. **Flower Beds Working Group**  
Cllr Gayna Howarth to report.
  - c. **Allotment Working Group**  
Cllr Gayna Howarth to report.
  - d. **Highways and Maintenance Working Group**  
Cllr Chris Moncrieffe to report on progress with improvement of the access to the Bradenstoke Noticeboard.
  - e. **Holloway footpath project update**  
Cllr Chris Moncrieffe to report.
  - f. **Open Spaces Working Group**  
Cllr Tim Darch to report.
- 6 **FINANCIAL REPORTS**  
To receive



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- 7 **TO RECEIVE FOR INFORMATION, THE CLERK'S REPORT**
- 8 **TO RECEIVE FOR INFORMATION, DISBURSEMENTS MADE SINCE THE LAST MEETING**
- 9 **TO REVIEW AND AGREE THAT THE MOBILE PHONE BE REMOVED FROM THE PARISH CLERKS ELECTRONIC EQUIPMENT PACKAGE AND THAT THE VIRTUAL NUMBER REPLACES IT.**
- 10 **TO DISCUSS REPLACEMENT SIGNS FOR ALLOTMENTS AND PLAY AREAS**
- 11 **TO REVIEW AND APPROVE THE PAYROLL PROVIDER AND CONTRACT FOR THE CLERKS PAY**
- 12 **PARISH COUNCIL BANKING ARRANGEMENTS**
  - a. **To review the Parish Councils banking provider and consider a change to Unity Trust Bank. Parish Clerk's report attached.**
  - b. **If the recommended change to Unity Trust Bank is approved, to adopt the attached proposed Internet Banking Policy.**
- 13 **TO RECEIVE AN UPDATE ON PLAYGROUND MAINTENANCE**
- 14 **TO RECEIVE FOR INFORMATION THE FORMAL RISK ASSESSMENT FOR THE RE-OPENING OF THE PLAY AREAS**
- 15 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
- 16 **TO CONSIDER ITEMS OF MAINTENANCE**
- 17 **KEY MESSAGES**
- 18 **NEXT MEETING**

To Note the next meeting will take place on 15<sup>th</sup> September 2020. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5<sup>th</sup> May 2021.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.