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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 11th July 2023 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Stuart Bernard [SB], John Williams [JW], Rod Gill [RG1]

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

CHAIR: Frank Ball [FB]

APOLOGIES: None

ABSENT: David Leuty [DL]

Meeting Commenced: 19:28

CM23/129 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
David Leuty [DL] Absent

CM23/130 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
SB declared an interest in CM23/137

CM23/131 **MINUTES OF THE PREVIOUS MEETING, 13TH JUNE 2023**
Proposed FB. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 13th June 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/132 **MINUTES OF THE PREVIOUS MEETING, 27TH JUNE 2023**
Proposed FB. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 27th June 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/133 **CHAIRS ANNOUNCEMENTS**
None

- CM23/134 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
EM has traced back all payments for the original NDP Grant (6 years) as requested by the grantee. The report has been sent to the grantee and they are happy that the Council has used all monies as planned. No further action.
- CM23/135 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
EM / FB to meet with Kevin Isles on 12th July to review additional grounds work items for costing.
TPO for Tree work still outstanding
EM to setup meeting with play equipment company for an onsite visit for Pound Close and Bradenstoke.
EM to contact highways to get location for SID agreed
Outcomes from internal auditors report to be implemented in coming weeks.
Transfer of bus stop assets with Wiltshire Council still in progress
Awaiting quotes for Bradenstoke play area repairs.
- CM23/136 **PLANNING**
- CM23/137 **To Consider The Following Planning Requests**
- [PL/2023/04724](#) **Proposal**
Proposed garage, carports, garden storage and work-from-home office/studio.
- Site Address**
The Old Rectory, Lyneham, Chippenham, SN15 4PQ
- Application Type**
Householder Planning Permission
- Outcome**
No Objection
- [PL/2023/05504](#)
& [PL/2023/05487](#) **Proposal**
Retrospective application to regularise retention of a single dwelling (class c3) and associated works.
- Site Address**
71 Bradenstoke, Chippenham, Wiltshire, SN15 4EL
- Application Type**

Listed Building Consent (Alt/Ext)

Outcome

No Objection with comments

- CM23/138 **Webb Court Update**
No Update
- CM23/139 **TO RECEIVE AN UPDATE ON CLACK HILL**
Update attached as part of the minutes in the report from AB
- CM23/140 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/141 **Allotment Working Group**
No report.
SG and FB will remove shed from allotment.
- CM23/142 **Open Spaces & Play Areas Working Group**
No report.
- CM23/143 **To Consider, In Principle And Seek Costs For, Installation Of Outdoor Exercise Equipment For The Play Park (s)**
Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Costs Be Pursued.
- CM23/144 **To Consider, In Principle And Seek Costs To Implement A Series Of Christmas Lights In Lyneham And Bradenstoke**
Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Costs Be Pursued.
- CM23/145 **To Consider And Agree The Participation With Wiltshire Council In The PEAS (Parish Emergency Assistance Scheme) And Any Required Equipment**
Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Costs Be Pursued.
Action: SG to complete PEAS form by end of August for submission to WC
- CM23/146 **To Consider In Principle And Seek Costs And Information For A Summer Beautification (E.g. Hanging Baskets) Scheme In Lyneham For 2024**
Proposed SB. Seconded FB. Agreed.
IT WAS RESOLVED THAT The Costs Be Pursued.

- CM23/147 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
The meetings are the second Friday of each month.
RG2 in attendance. Police rural crime team presentation received.
- CM23/148 **Royal Wootton Bassett & Cricklade Area Board Update**
The next meeting is on the 27th September 2023, 18:00, Cricklade Town Hall.
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
- CM23/149 **War Memorial Working Group Update**
- CM23/150 **To Consider, In Principle And Seek Costs To Create A Fitting Memorial To Those Repatriated Through The Lyneham Base.**
Council will consider alternative options due to the number of memorials already in the Parish.
Motion Lost
- CM23/151 **Public Relations and Communications Working Group**
Clean-up in Bradenstoke was successful, big thankyou to all who participated.
- CM23/152 **Parish Steward**
EM to raise complaint with Wiltshire Council regarding service delivery on the Parish Steward scheme due to lack of assignment from new contractor.
Any issues may continue to be reported on the Mywiltsapp
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/153 **Defibrillator Working Group**
- CM23/154 **To Consider And Agree To The Renewal Of The Defib Maintenance Contract With Community Heartbeat At A Cost Of £135 Per Annum, For One Year.**
Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Renewal Of The Defib Maintenance Contract With Community Heartbeat At A Cost Of £135 Per Annum, For One Year.
- CM23/155 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
No update.



- CM23/156 **TO CONSIDER AND AGREE A LIST OF ASSETS OF COMMUNITY VALUE.**
EM To gather more information for next meeting.
Motion Lost
- CM23/157 **FINANCE MATTERS**
- CM23/158 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
No Actions Taken
- CM23/159 **To Receive For Information, Disbursements Made Since The Last Meeting**
Reconciliation includes payments to end of June 2023.
- CM23/160 **To Consider And Approve The Schedule Of Forthcoming Payments**
No additional payments presented.
Proposed FB. Seconded SB. Agreed
Motion Deferred.
- CM23/161 **To Consider And Agree To Nominate Two Councillors To Sign The Quarterly Bank Reconciliations (One Of Two To Sign)**
Proposed FB. Seconded SB. Agreed
IT WAS RESOLVED THAT FB and SB Sign The Quarterly Bank Reconciliations.
- CM23/162 **To Receive The Bank Reconciliations As Presented**
The Bank Reconciliations were received as presented
- CM23/163 **To Agree And Approve Direct Debit Mandates For Re-occurring Payments (Lists To Be Tabled)**
Proposed FB. Seconded FB. Agreed
- Charlton Baker (Payroll)
 - Clerk (Base Salary only)
 - NEST (Pension)
 - Castle Water (Water)
 - Eon (Electric)
 - Information Commissioner (ICO)
- IT WAS RESOLVED THAT The Council Accept The List Of Direct Debit Mandates As Presented Be Accepted As Presented.**



- CM23/164 **To Consider And Agree To Retain The Services Of Auditing Solutions As The Council's Internal Auditors For The Forthcoming Year, £450**
Proposed SB. Seconded SG. Agreed
IT WAS RESOLVED THAT The Council Agree To Retain The Service Of Auditing Solutions As The Council's Internal Auditors For The Forthcoming Year For £450 Per Annum.
- CM23/165 **GOVERNANCE**
- CM23/166 **To Consider And Agree The Code Of Conduct**
Proposed SB. Seconded FB. Agreed
IT WAS RESOLVED THAT The Code Of Conduct Be Accepted As Presented.
- CM23/167 **To Consider And Agree The Council Reserves Policy**
Proposed SB. Seconded FB. Agreed
IT WAS RESOLVED THAT The Reserves Policy Be Accepted As Presented.
- CM23/168 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
None.
- CM23/169 **TO CONSIDER ITEMS OF MAINTENANCE**
- CM23/170 **To Receive An Update On Bus Shelter Maintenance And Outlined Costs/Steps For An Asset Transfer**
Discussions with Wiltshire Council on-going.
- CM23/171 **To Receive A Summary Of Maintenance Work On Trees And Shrubs Being Carried Out**
Costings to be provided for September meeting.
- CM23/172 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**
 - Investigating options on having a Parish "handyman"
 - Investigating a Memorial plan
 - Seeking costs on
 - Installation of outdoor exercise equipment
 - Christmas lights
 - Summer beautification scheme (e.g. hanging baskets)



CM23/173 **NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 12th September 2023 at 7pm, at Lyneham Village Hall.

CM23/174 **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 SB. Seconded FB. 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)

CM23/175 **TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

EM presented an update on the options. It was decided that the Council would attend a presentation call with Gladmans to review the possible options for land exchange.

CM23/176 **TO CONSIDER AND AGREE TO A FURTHER £4000 FOR BURGESS SALMON TO REPRESENT THE COUNCIL WITH THE COMMON LAND ISSUES RELATED TO GREEN FARM**

Proposed SB. Seconded FB. Agreed

IT WAS RESOLVED THAT A Further £4000 Be Allocated For Legal Costs From Burgess Salmon.

Meeting Closed: 20:50



Summary of Public Participation Section

Public Participation Started 19:00 – Ended 19:28

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

Report from Wiltshire Council

Report attached to these minutes.

MOD Lyneham Report

Points were raised on the play areas under MOD responsibility. EM to be provided with a contact.

PCSO

No PCSO in attendance, no report this meeting.
Report received and posted to the website.

Royal Wooten Bassett & Cricklade Community Care Group – Mrs K Ashlin

No report.

Other Public Items Discussed.

PCC Presentation received and will be posted to website.

A member of the public raised the issue of lack of maintenance and upkeep in the village. Items are moving to a state of disrepair due to lack of work from Wiltshire Council.

The parishioner asked if the Council would consider employing a handyman. EM was asked to investigate options and costs for September.

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

Signed F Ball

Date 10/26/2023



Update for Lyneham and Bradenstoke Parish Council July 2023

Wiltshire Council

Area Boards Meeting

The next Area Board meeting will be Wednesday September 27th 2023 at Cricklade Town Hall

Local Highway and Footway Improvement Group (LHFIG).

Next meeting July 19th 1800.

We will be discussing a new format for prioritizing requests to ensure that funding is committed rather than losing it.

Community Safety Forum

Next virtual meeting will be Friday July 14th 2023 where the main speaker will be Sgt Rob Goacher , Rural Crime Team.

Notes from the meeting on June 9th have been sent to the PC reps.

Local Plan Review - Help shape the future of Wiltshire

This month Wiltshire Council will consider the review of the Wiltshire Local Plan. The draft Plan sets out the vision and framework for housing, infrastructure and land for employment growth for the next 15 years. Once adopted, all planning applications will be determined against the Plan, **making it the most important place-shaping document for Wiltshire.**

It also identifies sites for housing and employment development until 2038. Following further work to assess the number of homes needed, the number of planned homes in the Plan has been significantly reduced from its last iteration by almost 9000. When the Plan was consulted on in 2021, it proposed 45,630 homes over 20 years to 2036, but the updated Plan proposes 36,740 homes, of which over 21,900 homes have already been built or are committed.

A number of important policies are included in the draft plan:

- 40% of all new housing on developments of 10 homes or more to be affordable.
- Greater flexibility for rural exception sites to make it easier to provide affordable housing in villages where there is clearly identified demand.
- New developments will have to meet zero carbon standards, including energy generation such as solar panels.
- 20% biodiversity net gain for all new developments, compared to the 10% legal requirement.
- All new developments must also have cycling and walking connections.



Most of the housing development is planned to be in the major urban centres in the county. Due to the amount of housing that Lyneham has already taken, the recommendation in the plan is that there is no residual requirement for homes in Lyneham other than those brought about by the Neighbourhood Plan.

This Local Plan is about providing for a choice of high-quality designed housing, including affordable homes, in the most sustainable locations; maximising development on brownfield sites; supporting town centres; and providing high quality new public open spaces.

A full consultation on the proposals is expected to take place in the Autumn so please do have your say about the plans. To read the full Cabinet report, go to: <https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=14748>

Local

Lyneham Banks

No further specific update since the last meeting, apart from the signage review having taken place, some signs have been modified, the barrier at the bottom of Clack Hill has been pulled back across the road to limit access further.

Repairs have been made to Clack Hill.
The next road survey is due in July.

Works continues on the repairs. The Council is in the process of obtaining the land required to carry out the repairs – this is extensive.

Please use the email address lynehambanks@wiltshire.gov.uk for all correspondence..

Planning / Development

Revised plans have been submitted for Green Farm.

PL/2022/0521- Clack Hill Yard. This was scheduled to go to Strategic Planning Committee on July 19th but this is not happening. I am awaiting a new date.

Anti Social Behaviour – Lyneham Play Parks

Concerns have been raised about the level of ASB at Slessor Park, and more recently Pintail Court. Options are being considered as to how to tackle this and may require some Parish Council input in the near future.

A response from the Neighbourhood Policing Team has been shared with the clerk.

Bradenstoke Solar Farm Community Benefit Fund

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



Enhancing the look and feel of the villages

I have been responding to several requests from Parish Councillors and residents regarding weed removal and the state of hedges and grass. These have been shared with the Parish Council where relevant and some progress is being made.

Preston

A resident of Preston has contacted me with concerns about the state of the road . I have passed this over to Martin Cook and copied LBPC Clerk as some issues may well need to go to LHFIG.

SIGNATURE CERTIFICATE



REFERENCE NUMBER
D8AD9BF8-33DF-4A17-83DF-228BCFB31183

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number D8AD9BF8-33DF-4A17-83DF-228BCFB31183	Document Name LBPC FINAL Mins 11-07-23
Transaction Type Signature Request	Filename LBPC_FINAL_Mins_11-07-23.pdf
Sent At 10/26/2023 08:54 EDT	Pages 11 pages
Executed At 10/26/2023 09:05 EDT	Content Type application/pdf
Identity Method email	File Size 604 KB
Distribution Method email	Original Checksum 339b89108673e52be09dbe9582e410af4c3fff21b3d1aee09c75e7b2f87289b2
Signed Checksum ea65a5829ddf176758c6baebefedb10ea95adabd2e33848f7ee73489437c348d	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 10/26/2023 09:04 EDT
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum d340c83247f6a443d8774f039932d7bfee7ba94514599a36e69421b4df21e490	Identity Authenticated At 10/26/2023 09:05 EDT
Components 10	IP Address 92.4.213.57	Signed At 10/26/2023 09:05 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 9968949D	

AUDITS

TIMESTAMP	AUDIT
10/26/2023 08:54 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_11-07-23.pdf' on Chrome via Mac from 217.32.114.120.
10/26/2023 08:54 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
10/26/2023 09:04 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.4.213.57.
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