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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Lyneham Village Hall on Tuesday 19th September 2023 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Rod Gill [RG1]

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

CHAIR: Frank Ball [FB]

APOLOGIES: Stuart Bernard [SB], John Williams [JW]

ABSENT: David Leuty [DL]

Meeting Commenced: 19:10

CM23/177 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

David Leuty [DL] Absent

Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT The Absence Of Cllr. Leuty Be Approved Due To The Personal Circumstances Involved.

Apologies received from Stuart Bernard [SB], John Williams [JW]

CM23/178 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None.

CM23/179 MINUTES OF THE PREVIOUS MEETING, 11TH JULY 2023

Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 11th July 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/180 MINUTES OF THE PREVIOUS MEETING, 3RD AUGUST 2023

Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 3rd August 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/181 **CHAIRS ANNOUNCEMENTS**

None

CM23/182 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

CIL Money Received For Pound Farm (Part 2 or 3) - £32,635.

Money to be moved to the Savings Account.

Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT The CIL Money Received Be Moved To The Savings Account

RWB Planning Meeting to be held on 21st September. Part of the agenda is to discuss the Wiltshire Local Plan. Representative to attend from the Parish Council.

LHFIG – Steve Hind has moved on, there is additional funding for Dropped Kerbs if the Council wishes to apply

Speed Limit is being changed on the A3102. See [Highways website](#) for finer details

Still receiving queries from external auditor, hope to close next week.

CM23/183 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**

Outdoor Table Tennis and Gym equipment: quotes are being pursued (EM)

Shed removal for allotments (not yet removed – SB)

Repairs and Costings for Toilets not received (RG1)

Mares Tail Management (see later in minutes CM23/192)

Noticeboard at Harrow Grove – To be added to October Agenda

Village Hall lights – raised on MyWilts – no other update.

CM23/184 **PLANNING**

CM23/185 **To Consider The Following Planning Requests**

[PL/2023/06947](#) **Proposal**

Side extension to enable the disabled owner to live on the ground floor. Also minor changes to the fenestration and an oil tank relocated to clear the proposed side extension.

Site Address

132 Brook Lane, Bradenstoke, Chippenham, SN15 4EY

Application Type

Householder Planning Permission

Outcome

No Comment

[PL/2023/07019](#)

Proposal

Construction of non-residential building to house a machine workshop and related facilities.

Site Address

MOD Lyneham, Calne Road, Lyneham, Chippenham, SN15 4XX

Application Type

Prior approval Part 19 Class TA: Development by the Crown on a closed defence site

Outcome

No Comment

[PL/2023/07530](#)

Proposal

Single storey front extension

Site Address

7 Bakers Field, Lyneham, Chippenham, SN15 4NN

Application Type

Householder Planning Permission

Outcome

No Comment

[PL/2023/07349](#)

Proposal

Construction of single storey extension.

Site Address

64 Lancaster Square, Lyneham, Chippenham, SN15 4AD

Application Type

Householder Planning Permission

Outcome

No Comment

- CM23/186 **Webb Court / Pound Farm Phase II Update**
Email sent to developer; chaser also sent. No response received so far. Hoping for a better update by the October meeting.
- CM23/187 **TO RECEIVE AN UPDATE ON CLACK HILL**
No new information received over and above the central communications sent by WC to residents.
- CM23/188 **TO CONSIDER AND AGREE TO A GRANT REQUEST OF £4000 FROM ST MICHAELS CHURCH HALL, LYNEHAM, FOR REPLACEMENT OF DOORS AND WINDOWS**
Proposed FB. Seconded SB. Agreed.

The funding outlined in the request does not tally with the total project amount. The quotes are also for Lyneham Village Hall and St Michaels church, not St Michaels Village Hall.

IT WAS RESOLVED THAT That The Grant Be Approved In Principle But The Grant Request Be Re-Submitted With Correct Details And Correct Funding Amounts.
- CM23/189 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/190 **Allotment Working Group**
No report.

Shed has not yet been removed.
- CM23/191 **To Agree A Meeting Date For Allotment Holders To Meet With Parish Council**
7pm to 9pm on 12th October at Bradenstoke Village Hall.
- CM23/192 **To Consider And Agree To A Quote For Mares Tail Treatment**
Quotes received. Unused Allotments will be £63 each to spray and treat. There are other Allotments in use that also will need spraying. Council will need to discuss with those allotment holders on whether they will be sprayed, or treated by the tenants. To be discussed at the meeting on the 12th October.
- CM23/193 **Open Spaces & Play Areas Working Group**
No report.

- CM23/194 **To Consider And Agree To A Quote For Cutting The Wildflower Meadow - £264 + VAT**
Proposed SG. Seconded RG1. Agreed.
IT WAS RESOLVED THAT The The Quote For The Cutting Of The Wildflower Meadow Be Approved.
- CM23/195 **To Consider And Agree To Remedial Oversewing For The Wildflower Meadow - £150 + VAT**
Proposed SG. Seconded RG1. Agreed.
IT WAS RESOLVED THAT The Remedial Oversewing Be Approved
- CM23/196 **To Note The Upcoming The Annual ROSPA Playground Inspection**
Planned for September but may move to October. Waiting on reports
- CM23/197 **To Review Costings For Pound Farm Phase II and Bradenstoke Play Area Outdoor Gym Equipment, And Agree Next Steps**
SB has forwarded details and these have been sent to possible suppliers but no responses yet received.
- CM23/198 **To Receive An Update On The Implementation Of Christmas Lights In The Parish (Cllrs Ball & Green)**
SG has met with the first supplier. It was felt their solutions were not in line with village needs.
EM to look for further options.
- CM23/199 **To Receive An Update On The PEAS Programme (Cllr. Barnard)**
Deferred.
- CM23/200 **To Receive An Update On Summer Beautification Scheme For 2024**
Deferred.
- CM23/201 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
The meetings are the second Friday of each month.
RG2 in attendance and gave a verbal update to the Council
- CM23/202 **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>
- CM23/203 **War Memorial Working Group Update**
Council are happy with the memorial, no cleaning planned.

- CM23/204 **To Receive An Update On Repatriation Memorial Proposals (Cllr. Barnard)**
No update.
- CM23/205 **Public Relations and Communications Working Group**
No update.
- CM23/206 **Parish Steward**
SG updated that the scheme has issues. New contracting company in place, review at next meeting.
Any issues may continue to be reported on the Mywiltsapp <https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/207 **Defibrillator Working Group**
No update.
- CM23/208 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
No update.
Next meeting October 11th
No additions or changes to the current two requests. Additional requests need to be submitted by the 29th September.
- CM23/209 **TO CONSIDER AND AGREE TO THE RELOCATION OF DOG WASTE BINS IN BRADENSTOKE**
Bin C to be investigated as a potential move to the speed indicator post. RG1 to look at feasibility. Will require highways approval.
Other bins to remain for now.
- CM23/210 **TO CONSIDER AND AGREE THE OUTLINE STATEMENT OF WORK FOR A HANDYMAN CONTRACT**
Proposed FB. Seconded SG. Agreed.
IT WAS RESOLVED THAT The Contract Approval Be Deferred And Delegation To The Clerk To Complete Updates In Line With Feedback From Councillors.
- CM23/211 **TO CONSIDER AND AGREE THE LOCATION OF THE SID MACHINE FOR BRADENSTOKE (2 WEEK PERIOD)**
No Update.
- CM23/212 **TO CONSIDER AND AGREE A LIST OF ASSETS OF COMMUNITY VALUE.**
Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT SG Will Provide A List To The Clerk For Finalisation At The Next Meeting.

CM23/213 **FINANCE MATTERS**

CM23/214 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

No Actions Taken.

CM23/215 **To Receive For Information, Disbursements Made Since The Last Meeting**

Deferred.

CM23/216 **To Consider And Approve The Schedule Of Forthcoming Payments**

No additional payments presented over and above those set on Direct Debit.

Proposed FB. Seconded SG. Agreed

Motion Deferred.

CM23/217 **To Receive The Bank Reconciliations As Presented**

Deferred.

CM23/218 **To Consider And Agree To Payment For Parish Council Internet Website At A Cost Of £9.99 per month via Direct Debit.**

Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT The Payment For The Council's Website Be Paid And Setup As A Direct Debit.

CM23/219 **To Consider And Agree To Payment Of £360 Per Annum For Parish Online (following 1 free year via our Insurer)**

Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT The Motion Be Deferred To Check Whether The Service Can Still Be Obtained Free Via Insurer.

CM23/220 **GOVERNANCE**

CM23/221 **To Consider And Agree To An Update To The Asset Register**

Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT The Two Items Be Added At A Cost of £1

CM23/222 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

None.

- CM23/223 **TO CONSIDER ITEMS OF MAINTENANCE**
- CM23/224 **To Receive An Update On Bus Shelter Maintenance And Outlined Costs/Steps For An Asset Transfer**
Discussions with Wiltshire Council on-going. WC have agreed to provide a license but are not currently willing to perform an asset transfer.
Deferred to next meeting to allow time for EM to follow up with WC.
- CM23/225 **To Receive A Summary Of Maintenance Work On Trees And Shrubs Being Carried Out**
Proposed FB. Seconded RG1. Agreed.
IT WAS RESOLVED THAT The Work Schedule Be Approved At A Cost Of £2410 Using Contractor Kevin Isles.
- CM23/226 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**
No Major Points Raised.
- CM23/227 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 10th October 2023 at 7pm, at Bradenstoke Village Hall.
- CM23/228 **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 FB. Seconded SG. 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)
- CM23/229 **TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**
EM presented an update on the submission of the Section 38 by the developer.
Feedback has been received from Open Spaces who are positive on the proposal.
EM will follow-up with the developers on any news.

Meeting Closed: 21:00

Summary of Public Participation Section

Public Participation Started 19:00 – Ended 19:10

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

Lieutenant Colonel Patey gave an update:

- The MOD issued an apology for any disruption caused following the Army Cycling event at the weekend. Apparently, there were 10-15 cars trying to gain access to A Site on Sunday morning which meant there was delay getting into Bradenstoke.
- The MOD thanked the Local Parish Council for their forbearance and cooperation in moving a considerable amount of Biomass from Horsefair Lane between the 6 Sep 23.
- Council were informed that demolition works will start to remove the MOD Lyneham SIMM buildings in the centre of site. This work will commence Nov 23 – Jan 24. Also the 4 School of Technical Training will move from St Athan, Wales to MOD Lyneham next year and 2025 (circa 250 personnel). Their new living accommodation (168 bedspaces) will be ready in Jul 25 and new technical infrastructure will be ready Dec 25.
- MOD Lyneham has just had £200K spent on a new retail and leisure (in bar) for the whole workforce on site.
- The main concern at the moment remains with the A3102 outside the camp gates, there was another accident on Monday where a car had hit a soldier's car when he stopped at the pedestrian crossing to let a person cross. I believe this area is an accident 'hot spot' and needs to be looked at before a catastrophic accident happens.

PCSO

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

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

No report.

Other Public Items Discussed.

Resident wrote in again regarding the handyman – see agenda item CM23/210

Two further items regarding MOD items. To be forwarded by EM to the MOD representative.

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

Signed _____

Date _____

Draft