

Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 14th October 2014 in Lyneham Village Hall at 7.00pm.

Councillors Present

Cllrs: Geoff Jackson-Haines, Judy Selby-Boothroyd, Rod Gill, John Webb, Lynn Thrussell, Ron Glover, Jack Pollard and Richard Bullock.

Also in attendance were Wiltshire Councillor Allison Bucknell

Clerk: Jacquie Henly

There were 7 members of the public present

Before the meeting opened the Chairman welcomed all present.

Public participation included: Questions from members of the public, a verbal report from Allison Bucknell, a written report from the Defence Infrastructure Organisation, MOD Lyneham and a written report from the Neighbourhood Policing Team.

The meeting was opened at 7.20pm

Item 1 - Apologies for absence

1.1 Apologies were received from Cllrs: Digman and T Webb.

Item 2 – Declaration of Interest in items on the Agenda

2.1 Cllr Webb declared an interest in item 11.e on the agenda as he is a good friend of the applicant of planning application 14/08942/FUL.

Item 3 – Approval of Minutes from previous meetings

3.1 Minutes from the full Parish Council meeting dated Tuesday 9th September 2014 were approved as correct by all members present and signed by the Chairman.

Item 4 – Consideration of matters arising from Public Participation

4.1 Cllr Bucknell had asked if the council could give their opinion on which was the best entry and exit route for vehicles associated with the farm. After discussion it was agreed members would rather the main gates were used rather than the gates in Bradenstoke.

Item 5 – Clerks Report previously circulated to members

5.1 Prepared documents for solicitors regarding the dismissal of the previous Clerk.

5.2 Wrote to the previous volunteer administrators of the Parish Council web site requesting that the information they deleted be resorted with immediate effect.

5.3 Displayed information from the Auditors in the notice boards regarding the 2013/2014 accounts.

5.4 Put together a record of current allotment holders and circulated to councilors on the Allotment Working Group for confirmation of details before sending out the new agreements.

5.5 Sent a note to Councilors reminding them to put together a list of roles and responsibilities of each Working Group. From this list Terms of Reference's will be established and approved at a future meeting.

5.6 Sent a letter to HSBC Bank informing them of contact details of the new Clerk and authorising the transfer of funds between the 2 Parish Council Accounts by the Clerk.

5.7 Confirmed with WC that 18 month surveys on the trees in the Parish are adequate.

5.8 Liaised with the professional new web designer on the content required for the new Parish Council web site.

5.9 Informed the contact for the 'Bag it and Bin it' campaign that members had agreed not to participate at this time.

5.10 Amended the Standing Orders ready for approval at the October meeting to include the change of law allowing video and voice recording at Parish Council Meetings as well as noting that meetings scheduled for August and January will only be held if required.

5.11 Sent out notices for change of contact details for the new Clerk to:

Clerks and Councils Direct, Mark Sharples Tree Services, Auditing Solutions, AW Services Ltd, Grant Thornton Auditors, SLCC, Eon, Came and Co, Thames Water, HMRC, Information Commissioners Office.

5.12 Filled in duplicate copies of all the new Allotment Agreements and hand delivered them to current tenants.

5.13 Sent an application to the HMRC to de register the Parish Council from charging VAT.

5.14 Sent information to Gough's Solicitors as required regarding the case with previous Clerk

5.15 Arranged an informal meeting to discuss Roles and Responsibilities and Terms of Reference for Committees and Working Groups.

5.16 Confirmed with WC that S106 money could be spent on improvements to Pound Close and Bradenstoke Play Parks subject to the content of the applications being approved.

- 5.16 Liaised with Cllr Pollard regarding the Statement of Work for the upkeep of the public toilets in Lyneham. Letters will be sent out inviting contractors to tender so that responses are received before the November meeting.
- 5.17 Put up signs advertising the Allotments in all 3 notice boards.
- 5.18 Produced an Allotment Application Form, and a letter giving notice of breach of condition/s of allotment agreement.
- 5.19 Submitted an application for tree work to WC for 10 trees on the Green at Lyneham
- 5.20 Ordered 30mph stickers for residents bins.

Item 6 – To receive reports from Working Groups, Committee’s and representative members of outside bodies

6.1 A report from the Highways and Maintenance Working Group had previously been distributed to members as follows:

TREES - A Statement of Work will be prepared for the 10 trees highlighted that need attention. It is proposed that tenders for work are requested from:

Sharples Tree Services – 48 Dicketts Road Corsham SN13 9JS

Fraklins Garden Design – Kevin Franklin - 07770 562617

Julian King – 01793 320857

S Burnett – Tree Surgeon – 07866 940732 steve@sntreesurgery.co.uk

An application will be sent to Wiltshire Council highlighting the work to be carried out and requesting confirmation of which trees have TPO's

REPLANTING OF FLOWER BEDS – Finance Committee to determine what funds are available for replanting of the flower beds in the Parish.

3 WOODEN PC NOTICE BOARDS - These notice boards need a tidy up and treating with oil. Oil will be purchased shortly.

SOUROUNDING AREA OF BUS SHELTER AT BRADENSTOKE – The grass bank needs to be tidied and cleared – This will be added to the list for Jon Moss and his team on the next Community Day.

BUS SHELTER AT PRESTON LANE – Need to clarify who owns this shelter.

PROVISION OF EXTRA SEATING IN THE VILLAGE - Is this required and where?

LITTER BIN - The bin provided by the Co-op appears to be too small or is not emptied on a regular basis resulting that it is often overflowing – The Clerk will be asked to write to the Manager to highlight the situation and request the possibility of providing a larger bin or emptying it on a more regular basis.

FORD AT PRESTON – Very overgrown. Cllr Thrussell is meeting with Jon Moss to discuss who is responsible for clearing it.

6.2 A report from Cllr Selby-Boothroyd re Britain in Bloom had previously been distributed to members as follows: Lyneham & Bradenstoke were awarded the silver prize for their entry into the 2014 Britain in Bloom Competition.

6.3 A report from the Allotment Working Group had previously been distributed to members as follows:

- a) All the Allotment Agreements have been delivered to allotment holders – the majority of people have paid on time those that haven't will be contacted.
- b) Notices have been displayed advertising the allotments.
- c) Application Forms have been produced for anyone wishing to put their names down on the waiting list.
- d) A standard letter has been produced to send to allotment holders should any breaches of conditions in the agreement occur during their tenancy.

Item 7 – Cllr Glovers Appointment to the Finance and Planning Committee’s and as Flood Warden for the Parish

7.1 It was agreed that Cllr Glover should join the Finance and Planning Committee and that he should also be appointed as flood warden for Lyneham and Bradenstoke.

7.2 Cllr Glover circulated a Flood Plan to all members present.

Item 8 – to approve a list of Contractors to tender for Cleaning and Maintenance of Public Toilets

8.1 The list of contractors had previously been circulated to members and was approved.

8.2 Letters and a SOW will be sent out inviting the following contractors to tender.

Martina's Cleaning Services, 5 Star Cleaners, Clean Start, Pewsham Cleaning Services, MD Cleaning Services and AW Services.

Item 9 – to approve a list of Contractors to tender for Tree Work on the Green in Lyneham

9.1 The list of contractors had previously been circulated to members and was approved.

8.2 Letters and a SOW will be sent out inviting the following contractors to tender.

Sharples Tree Services, Franklins Garden Services, Julian King and S Burnett.

Item 10 - Finance

10.1 Account Balances inclusive of all cheques written and deposits made - Current Account £11628.91
Deposit Account - £98085.83

10.2 The following payments have been made and received

Cheque No	Payee	Amount
482	Cancelled	00.00
483	Cancelled	00.00
484	Auditing Solutions	488.00
485	A W Services – Grass Cutting	2978.19
486	Cancelled	0.00
487	Information Commissioner Office	35.00
488	Mark Sharples – Tree Report	300.00
489	E.on - Electricity	69.54
490	J Selby-Boothroyd – Tickets for Britain in Bloom	90.00
491	Lyneham Village Hall	48.00
492	K Isaaks – Wheelie Bin Stickers	576.00
493	L Thrussell – Notice Boards and ticket	319.02
494	Lyneham PCC – Hall Hire	22.50
495	Goughs Solicitors	1519.20
496	Cancelled	00.00
497	AW Services –Grass Cutting and Toilet Maaintenance	1146.91
498	St Michaels Church - Grant for Community Christmas Party	300.00
499	J Henly – Clerks salary July, August, September	1339.14
500	HMRC – PAYE Contribution	243.00
	Money Received	Amount
	Allotment Rent	270.00
412	Cheque not presented - cancelled	200.00

10.3 It was agreed to submit applications for allocated S106 money to go towards the improvement of the play parks at Pound Close and Bradenstoke.

10.4 After discussion it was agreed to approve a grant application from Lyneham Primary School of £700 to support an art event centred around Remembrance Day.

10.5 It was agreed to purchase a post box to be positioned on the wall next to the Community Notice Board. Members of the public can then put advertising in the box to be added to the notice board and Cllrs can ensure no inappropriate materials are posted on the board.

10.6 It was agreed to purchase 3 poppy wreaths for Remembrance Services. This will be organised by the Chairman.

10.7 It was agreed the following Cllrs would lay the wreaths at the following services:

Cllr Ron Glover – Bradenstoke

Cllr Jackson-Haines – Lyneham Church and Lyneham School

Item 11 - Planning

11.1 An update on planning applications had previously been circulated to members

11.2 Planning application 14/08262/FUL – Erection of single storey dwelling 86 Chippenham Road Lyneham was discussed and members agreed that an objection should be made as the proposed building would be outside the building boundary lines. There was also concerns over access and visibility and finally if the proposed building should be approved it would set a precedent for other applications in the future.

11.3 Planning Application 14/08713/FUL – Proposed Front Extension – 41c Calne Road Lyneham was discussed and there were no objections. Members were in support of the application as it would smarten up the appearance of the shop and bring it in line with the existing properties.

11.4 Planning Application 14/08758/VAR – Variation of Condition – Bradenstoke Village Shop – There were no objections.

11.5 Planning Application 14/08942/FUL – Two storey side extension – Fern View Bradenstoke – There were no objections.

11.6 To discuss Planning Application 14/09423/FUL – Conversion of double garage to residential annex Trevena New Zealand. – There were no objections.

Items 12 – To Approve and Adopt Documents

12.1 The following documents had previously been circulated to members and were approved and adopted:

- a) Standing Orders
- b) Terms of Reference for Working Groups
- c) Roles and Responsibilities for Committee's Working Groups and Representative Members
- d) Grant Application Form

Item 13 – Exchange of Information

13.1 Cllr Webb asked for the progress of supplying defibrillators to be added to the Agenda for next month.

13.2 Cllr Gill requested that the installation of a parking area on the playing field in Bradenstoke be made an agenda item for discussion at the next meeting.

13.3 Cllr Thrussell reminded members that Lyneham and Bradenstoke Parish Council were going to try and set up a liaison group with other local Parish Councils.

13.4 Cllr Thrussell thought it would be a good idea for a member of the Parish Council to join the group set up to introduce positive activities for youths in the Parish. This was agreed and Cllr Thrussell will put herself forward.

13.5 Cllr Pollard reported that he had made a start on the documents outlining the Organisation Structure of the Parish Council and that it would be completed by the next meeting along with a list of actions that have been carried out by working groups on a month to month basis.

Item 13 – Date of the Next Meeting

13.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 11th November 2014 at Bradenstoke Village Hall at 7.00pm.

Item 14 - Close of the Meeting to the Public

14.1 The meeting closed at 8.05pm. Members of the public and visitors were asked to leave at this point as a confidential matter was to be discussed.

14.2 The minutes regarding the confidential items will be kept with the Clerk.

Signed
Chairman

Date