



**Clerk to Council: Elizabeth Martin**

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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 8<sup>th</sup> March 2022 commencing at 7:00pm.

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**MEMBERS PRESENT:** Councillors Antony Jones [AJ], Frank Ball [FB], Shendie Green [SG], Rod Gill [RG1], David Leuty [DL].

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

**CHAIR:** Antony Jones

**APOLOGIES:** Clare Church [CC], Ron Glover [RG2]

**ABSENT:** None

CM21/366 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr. Church & Cllr Glover

Proposed AJ. Seconded FB. Passed.

**IT WAS RESOLVED THAT Cllr Church's absence be approved.**

CM21/367 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

RG1 declared an interest in Agenda Item 12c (forthcoming payments CM21/391).

CM21/368 **MINUTES OF THE PREVIOUS MEETING, 8<sup>TH</sup> FEBRUARY 2022**

Proposed FB. Seconded SG. Passed.

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 8<sup>th</sup> February 2022 are a true reflection of the decisions made.**

CM21/369 **CHAIR'S ANNOUNCEMENTS**

None.

CM21/370 **PLANNING**

CM21/371 **To Receive the Planning Report from 8<sup>th</sup> March 2022**

Report Received.



CM21/372 **To receive an update on WALPA (Cllr. Green)**

No update

FB had sent around a summary of his telephone discussion with the developer of Pound Close (see Supporting Documents)

CM21/373 **To Consider the following planning requests**

[PL/2022/01061](#)

**Proposal**

Proposed detached single garage

**Site Address**

Lyneham Farm  
Hilmarton Road  
Lyneham  
SN11 9JB

**Application Type**

Full Planning Permission

**Deadline**

11<sup>th</sup> March 2022

**Council Response**

No Objection

[PL/2022/01308](#)

**Proposal**

Full removal of two non-native Spruce trees that have become dangerous with exposed roots.

**Site Address**

114 Bradenstoke Abbey East C129 To Holloway,  
Bradenstoke, SN15 4ES

**Application Type**

Notification of proposed works to trees in a conservation area

**Deadline**

18<sup>th</sup> March 2022

**Council Response**

No Objection

[PL/2022/01451](#)

**Proposal**

New detached dwelling on land at 'Solitaire, Farthing Lane'

**Site Address**

Solitaire, Farthing Lane, Lyneham, Chippenham, SN15 4PF

**Application Type**

Full planning permission

**Deadline**

29<sup>th</sup> March 2022

**Council Response**

1. The road down Farthing lane is in regular use by dog walkers and ramblers. Maybe the road signage would need to be changed to indicate this.
2. The road is in a poor state of repair, it would be good if this could be renewed after the construction phase. Wiltshire please note.
3. The house is of a good size but the garden is small. The size of the garden is not in keeping with the size of a country house. Why is the original plot not being cut in half? Or does this leave it open for further development to build another house.
4. It seems strange that the rear of the property does not go to the original fence line. If this is to stop the trees from being felled, would it not be easier to put in a covenant

It would be good if the applicant could revise the plans to allow for a larger garden. At least to the rear of the property if not also to the north.

**Comment Only**

A fourth plan, [PL/2022/01779](#), was contained in the Planning Report but was not reviewed as it arrived just before the meeting. This planning request is not one where the Parish Council is a statutory consultee as it is part of Permitted Development. An extension will be requested so that the Council has an opportunity to feedback should the need arise.



- CM21/374 **TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**  
 Email received from a resident regarding rubbish build up under the bushes on the green. This has now been addressed.  
  
 Audit and Year-End is close. EM asked that all outstanding invoices be submitted for payment
- CM21/375 **TO CONSIDER AND AGREE TO NOMINATE A REPRESENTATIVE TRUSTEE FOR LYNEHAM VILLAGE HALL**  
 Proposed AJ. Seconded SG. Passed.  
  
**IT WAS RESOLVED THAT Cllr Ball Be The Nominated Representative Trustee For Lyneham Village Hall For The Coming Year**
- CM21/376 **TO DISCUSS THE CURRENT ROAD RESTRICTIONS ON THE B4069**  
 This was discussed during the public session and will be left with Wiltshire Council as the primary authority.
- CM21/377 **TO CONSIDER AND AGREE A METRO-COUNT / TRAFFIC SURVEY REQUEST FOR BRADENSTOKE (SPEED LIMIT REDUCTION ANALYSIS)**  
 Goal: Speed limit reduction analysis for a potential reduction in the speed limit in Bradenstoke.  
 Proposed AJ. Seconded SG. Passed.  
  
**IT WAS RESOLVED THAT a Metro-Count/Traffic Survey Be Requested For Bradenstoke**
- CM21/378 **TO CONSIDER AND AGREE A METRO-COUNT / TRAFFIC SURVEY REQUEST FOR LYNEHAM A3102, VILLAGE GREEN (SPEED LIMIT REDUCTION ANALYSIS)**  
 EM pointed out that the request came from the Community Speed Watch (CSW) team.  
  
 There are four sites around the village that have been approved for monitoring: one on the B4069 and three on the A3102, which are all south of the roundabout. From residents’ complaints and observations from the CSW team there appears to be a serious speeding issue on the A3102 north of the roundabout, both for outgoing and incoming traffic.  
  
 To establish the level of the problem, a Metro-Count would need to be carried out and this would need to be requested by the Parish Council. The Metro-Count equipment would ideally be placed just north of Farthing Lane by lamp post number 7.  
  
 If the Metro-Count confirms there is a speeding problem in this area, the Police will then decide on a safe point for the Community Speed Watch Teams to operate from  
  
 Proposed AJ. Seconded FB. Passed.



**IT WAS RESOLVED THAT A Metro-Count Be Requested Just North Of Farthing Lane By Lamp Post 7 (or as near as)**

- CM21/379 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM21/380 **Allotment Working Group**  
EM updated that only one allotment is vacant at present.
- CM21/381 **Open Spaces & Play Areas Working Group**  
No update.
- CM21/382 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
No update
- CM21/383 **War Memorial Working Group Update**  
The Council expressed their thanks to the contractor, Lawrence Burchell. A letter will be sent to express this.  
SG reported that the drainage is in and we are now waiting to hear on the next stage.
- CM21/384 **Community Action Transport Group (CATG)**  
No update. No attendance from Cllrs at the last meeting. Cllr Bucknell was thanked for highlighting the two issues from Lyneham and Bradenstoke.  
11-21-2 (Bradenstoke Dropped Kerbs) has been recommended for the Priority B list to await further action as it appears relatively straight forward.
- CM21/385 **Public Relations and Communications Working Group**  
Village meeting will be held. On the 19<sup>th</sup> March at Lyneham Village Hall as planned.
- CM21/386 **Parish Steward**  
SG reported that things are going very well, the council extended thanks for the excellent work done by the Parish Steward.
- CM21/387 **To Consider and Agree Mrs K Ashlin as the nominated delegate for the Wiltshire Voluntary & Community Sector**  
EM updated that the correct name for the group is, the Royal Wootton Basset & Cricklade Area Board – Community Care Group  
Proposed AJ. Seconded FB. Passed.  
**IT WAS RESOLVED THAT Mrs K Ashlin be the nominated delegate for the Royal Wootton Basset & Cricklade Area Board – Community Care Group (RWB-CCG)**



- CM21/388      **FINANCE MATTERS**
- CM21/389      **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
 Wood Chips have been placed at the entrance to Bradenstoke Dog Park. The contractor has also been asked to commence work on the fence improvements at a cost of £800.
- CM21/390      **To Receive For Information, Disbursements Made Since The Last Meeting**  
 Received. Disbursements will be attached to these minutes
- CM21/391      **To Consider And Approve The Schedule Of Forthcoming Payments**  
 Proposed AJ. Seconded FB. Passed.  
**IT WAS RESOLVED THAT the Schedule Of Forthcoming Payments Be Approved.**
- CM21/392      **To Receive The Bank Reconciliations As Presented**  
 No reconciliations presented as the Council is close to year-end.
- CM21/393      **To Consider And Agree to the Year-End Close Down Process From Riatas (£400)**  
 Proposed AJ. Seconded FB. Passed.  
**IT WAS RESOLVED THAT The Riatas Year-End Close Down Process be Accepted At A Cost Of £400**
- CM21/394      **To Consider And Agree To Move To Riatas Cloud For Council Accounts At An Additional Cost Of £19 Per Annum On A 3 Year Contract.**  
 Proposed AJ. Seconded SG. Passed.  
**IT WAS RESOLVED THAT The Council Accounts Be Moved To Riatas Cloud.**
- CM21/395      **To Agree to move the June 14<sup>th</sup> Meeting to June 28<sup>th</sup> to align with Audit Approval and to cancel the July 12<sup>th</sup> Meeting.**  
 The June 14<sup>th</sup> Meeting will move to the 28<sup>th</sup> but the 12<sup>th</sup> July Meeting will remain, and be considered later as it may be needed for planning purposes.  
 Proposed AJ. Seconded DL. Passed.  
**IT WAS RESOLVED THAT the 14<sup>th</sup> June Meeting Be Moved To June 28<sup>th</sup>.**
- CM21/396      **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
 None.



CM21/397 **TO CONSIDER ITEMS OF MAINTENANCE**  
Wood chips have been placed at the entrance to Bradenstoke Dog Park.

CM21/398 **KEY MESSAGES & PERFORMANCE REVIEW**

CM21/399 **To Review a Summary Of The Meeting’s Key Points & Messages To The Public**  
Community Meeting at Lyneham Village Hall on the 19<sup>th</sup> March  
Drive slowly through Bradenstoke

CM21/400 **To Review The Parish Council’s OKR Dashboard**

**Lyneham & Bradenstoke Parish Council**  
Council Objectives & Key Results (OKR)

5 Overall Performance

		New Score	Prior Score	Observations
<b>O1</b>	<b>Build A Stronger Community in L&amp;B</b>	3	3	
KR1	Increase Core Grants to Community Groups	2	2	
KR2	Support a Community Newsletter	0	0	
KR3	Organise a post-pandemic community event	0	0	
KR4	Clean and Repair the Bradenstoke War Memorial	3	3	
KR5	Secure a Neighbourhood Development Plan	9	9	NDP in place and approved
<b>O2</b>	<b>Build A Safer Community</b>	3	3	
KR1	Improve Hollow Way Footpath	1	1	Currently investigating cost options
KR2	Improve Traffic Management At Tesco’s	2	1	Item raised with CATG
KR3	Ensure attendance by a Councillor or Clerk at the RWB/Cricklade Safety Forum	6	6	In Place
<b>O3</b>	<b>Ensure Value for Money</b>	8	7	
KR1	Maintain at least 80% allocation of allotments at Bradenstoke	8	8	Currently above 80%
KR2	Improve and expand the current playparks	5	4	Bradenstoke Access Improved
KR3	Maintain Public Toilets to a high standard	8	8	
KR4	Publish Budget and Financials and track progress	8	8	
<b>O4</b>	<b>Build A Quality Council</b>	4	4	
KR1	Develop a 3y Business Plan to properly manage future finances and plan projects	1	1	
KR2	Provide leadership in planning for the future	7	7	
KR3	Engage on Green Issues	3	3	
KR4	For all Councillors to attend at least one training session per year	5	5	
KR5	Ensure regular training and appraisal for the Clerk	4	4	

CM21/401 **NEXT MEETING.**  
The next Full Parish Council meeting will be held on Tuesday 12<sup>th</sup> April 2022 at 7pm, at Lyneham Village Hall.

## **Summary of Public Participation Section**

Parish Council Chairman, Cllr. Antony Jones opened the meeting and invited participation from the public.

### **Report from Wiltshire Council**

Wiltshire Councillor, Allison Bucknell, updated the Council on the situation on the B4069, Lyneham Banks.

The B4069 is closed to all users (including pedestrians) via a Temporary Traffic Regulation Order (TRO) until February 2023.

Initial investigations have taken place as to the cause and a report is being considered by the officer working group overseeing the situation.

A 7.5t weight restriction has been imposed going through all the roads in Bradenstoke (including Clack Hill) which means that the police can now enforce the weight restriction if necessary.

Wiltshire's Planning Enforcement Team is talking to the owner of the development site (old Bungalow site) with respect to the works carried out there. It would appear that the building is in the wrong place and the extent of the works carried out to date differs from the permission granted.

It will be some time before firm plans can be made as to the future of the B4069. Nothing can be done until the land has stopped moving and dried out.

There is great concern for the additional traffic and upset caused to the residents of Bradenstoke by inconsiderate motorists.

At present Clack Hill remains open - traffic counts (metro-counts) are taking place to see how much traffic might be displaced onto the other local routes should Clack Hill be closed.

Permanent signage should be in place by the end of the month, and the situation is being monitored.

### **MOD Lyneham Report from Major Iain McDavid**

Major McDavid reported that MOD Lyneham has held recent meetings with the RWB Police Inspector and are now interacting with local colleges and schools. More visits to MOD Lyneham are on the radar now that COVID restrictions are easing.

The MOD are aware of the recent traffic build up around the main gate of the site and thank the local population for their patience. Needless to say, the current security



situation abroad means security personnel are strict with the necessary checks on the main gate each morning.

Over the next few months our Head of Establishment will change. More details to follow.

Capt. Max Beeley, also in attendance, then talked about recent events on the airfield and future charity events which should not cause any concerns.

**PCSO**

PCSO not in attendance.

**Other Public Items discussed**

An email had been received from a resident in Bradenstoke regarding the issues related to the closure of the B4069 and the use of Clack Hill. The email had been circulated to all Councillors and placed on the website.

Councillor Bucknell had also been sent the same email. As the matter is with Wiltshire Council, the Council will take no further action at this time.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Allot15		Allotment Plot Tenant		Plot 15	£ 18.00	N/A
Allot26		Allotment Plot Tenant		Plot 26	£ 18.00	N/A
Unbanked Receipts						
Allot 3		Allotment Plot Tenant		Plot 3	£ 18.00	N/A
Allot40		Allotment Plot Tenant		Plot 40	£ 18.00	N/A
Expected Receipts						
Allot28-29-31		Allotment Plot Tenant		Plot 28,29,31	£ 54.00	N/A
Allot39		Allotment Plot Tenant		Plot 39	£ 18.00	N/A
Allot35		Allotment Plot Tenant		Plot 35	£ 18.00	N/A
Allot37-38		Allotment Plot Tenant		Plot 37, 38	£ 36.00	N/A
Allot35		Allotment Plot Tenant		Plot 35	£ 18.00	N/A
Payments Made Since Last Meeting						
2010222	25-Feb-22	B/P to: Charlton Baker	50992	Payroll - February	£ 14.58	Y
2010223	05-Mar-22	B/P to: Elizabeth Martin	February	Salary		N
2010224	08-Feb-22	B/P to: Elizabeth Martin	January	Pension		N
2010225	08-Mar-22	B/P to: Elizabeth Martin	February	Pension		N
2010226	05-Mar-22	B/P to: Lyneham Village Hall		February Hall Hire	£ 27.00	N
2010227	05-Mar-22	B/P to: Elizabeth Martin		Microsoft February Expenses	£ 56.64	Y
2010228	05-Mar-22	B/P to: E.on Next	A-E0A0479E - January	Electric	£ 33.46	R
2010229	05-Mar-22	B/P to: Kevin Isles	3430	Dog Field Strimming and Bark Laying	£ 155.00	N
2010230	05-Mar-22	B/P to: NALC	1487	The Local Councils Award Scheme – Reg Fee	£ 60.00	Y
Forthcoming Approved Payments (not included on Reconciliation)						
2010207	14-Dec-21	B/P to: RKM Construction	Oct, Nov, Dec, Jan	Toilet Cleaning	£ 1,978.80	N
2010231	25-Mar-22	B/P to: Charlton Baker		Payroll - March	£ 14.58	Y
2010232	27-Feb-22	B/P to: Elizabeth Martin	February	Salary		N
2010234	08-Mar-22	B/P to: Elizabeth Martin	March	Pension		N
2010235		B/P to: Bradenstoke Village Hall		March Hall Hire (Estimate)	£ 17.50	N
2010236		B/P to: Elizabeth Martin		Microsoft March Expenses	£ 56.64	Y
2010237		B/P to: Lyneham Village Hall		Public Event Hall Hire (Estimate)	£ 27.00	
2010238		B/P to: RKM Construction	Feb, Mar	Toilet Cleaning	£ 989.40	N
2010239		Grant to PCC Lyneham		Grass Cutting Grant	£ 2,000.00	N
2010240	31-Mar-22	Unity Bank		Quarterly Service Charge (Estimate)	£ 29.10	N
Internal Banking Transfers - To Savings						

\* Amounts include VAT