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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 9th May 2023 commencing at 7:00pm.

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

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

CHAIR: Frank Ball [FB]

APOLOGIES: Stuart Bernard [SB]

ABSENT: David Leuty [DL]

Meeting Commenced: 19:11

CM23/035 ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Proposed RG1. Seconded RG2. Agreed.

IT WAS RESOLVED THAT Cllr Frank Ball be duly elected as Chair of Lyneham and Parish Council for the forthcoming year.

FB signed the acceptance of office.

CM23/036 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Stuart Bernard [SB],

David Leuty [DL] Absent

CM23/037 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION

None

CM23/038 MINUTES OF THE PREVIOUS MEETING, 11TH APRIL 2023

Proposed FB. Seconded RG1. Agreed.

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

CM23/039 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Reviewed.

- SID (Speed Indicator Device) is awaiting installation. EM and FB seeking a contractor to install the unit.
- Council still waiting on the licence from the MOD to be signed and returned.
- The tree in the Bradenstoke Play Park is waiting to be removed weather permitting for access to the field.
- Still awaiting a 3rd quote for the tree work on the TPO's in Lyneham for tree work.
- The Council is waiting to have some green waste removed from the Village Hall.
- The Footpath at Pound Close has been reported for clearing to Wiltshire Council.
- Lighting at the Village Hall is being reviewed.
- Graffiti at Pound Close (RG1) – Multi structure on the bottom need's attention.
- Toilet Doors Require Painting (RG1)
- War Memorial

CM23/040 **CHAIR'S ANNOUNCEMENTS**
None

CM23/041 **PLANNING**

CM23/042 **To consider the following Traffic Regulation Order For Consultation**
1. THE COUNTY OF WILTSHIRE (A3102 AND B4069, LYNEHAM AND BRADENSTOKE) (RESTRICTED ROADS) ORDER 2023
2. THE COUNTY OF WILTSHIRE (A3102, LYNEHAM AND BRADENSTOKE) (40MPH SPEED LIMIT) ORDER 2023

Outcome

The proposal is to move the current 30mph limit 37 meters. The Council did not agree with how far the limit was being moved and asked for the 30 mph to be moved halfway down the hill near the Rectory.

The 40mph limit is currently before Boyd's Lane because of the Clack Hill situation. The Council agreed the 40mph should remain where it is (on the other side of Boyd's Lane) and the 30mph should be moved further down by the Rectory.

CM23/043 **To Consider The Following Planning Requests**

[PL/2023/03112](#) **Proposal**

The proposed redevelopment of an existing Rugby Pitch - Construction of 6 No. New 15m high Floodlighting masts and LED floodlights

Site Address

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

Application Type

Full Planning Application

Outcome

No Objection - The Parish Council requests that the lights for this proposal be pointed/positioned appropriately upon installation.

[PL/2023/03273](#) **Proposal**

Porch to front elevation. Two storey extension to rear elevation.

Site Address

50 Lancaster Square, Lyneham, Chippenham, SN15 4AD

Application Type

Full Planning Permission

Outcome

No objections, No Comments

[PL/2022/07119](#) **Proposal**

Demolition of agricultural buildings and the erection of up to 200 dwellings, up to 2,600m² of B1 Business and up to 600m² of D1 community uses as well as public open space, landscaping, and sustainable drainage system (SuDS) and vehicular access point from Chippenham Road (Reserved Matters pursuant to Outline application 19/03199/OUT relating to appearance, landscaping, layout and scale).

Site Address

Land at Chippenham Road, Lyneham, SN15 4PA

Application Type

Approval of reserved matters

Outcome

Comment Attached and forms part of the minutes.

[PL/2023/02672](#) **Proposal**

The addition of a porch to the front of the property and the removal of part of the internal wall between the kitchen and the dining room.

Site Address

22 Comet Close, Lyneham, Chippenham, SN15 4AL

Application Type

Householder Planning Permission

Outcome

No objections

[PL/2023/03486](#) **Proposal**

Internal & external alterations.

Site Address

The Old Rectory, Lyneham, SN15 4PQ

Application Type

Householder Planning Permission

Outcome

No objections, No Comments

CM23/044 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

Audit is still being worked on. Final sign off is due by the end of June 2023. EM looking at legislation regarding the laws of what The Green can and cannot be used for and how it should be managed. EM has received minimum of three requests for tree work. EM will be making appointments to visit and review the work required in due course. No non-emergency tree work will be completed this side of September 2023. EM to find the details of the person that is looking after the raised beds in Victoria Drive. FB to email the details.

CM23/045 **TO REVIEW AND APPROVE MEMBERSHIP OF COMMITTEE'S, WORKING GROUPS, AND OUTSIDE BODIES**

Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT The Membership Of Committee's, Working Groups, And Outside Bodies Remain Unchanged

CM23/046 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS

CM23/047 Allotment Working Group

There was a report of a possible theft of tools at the Allotments. It has been disclosed that there is a community shed on one of the sites that is rented out and a request to return the tools has been made. EM will be posting a brief update at the allotment site and the Council wishes to remind the allotment holders that there are stipulations in the current contract on how the allotment sites are to be maintained. Anyone that has a concern may contact the Clerk. The Parish Council continues to remind those members on the allotment site with Chickens that they are bound by DEFRA rules for maintaining animals on the allotment site. The pathway requires additional management and allotment holders are reminded that this is the responsibility of the tenants to keep the walkways clear and accessible.

The MOD has recently secured funding to undertake ditch work on the opposite side of the allotments to aid in drainage issues.

FB to send EM the details regarding the mares tail weed.

CM23/048 Open Spaces & Play Areas Working Group

The play areas have been inspected and there is graffiti at the Pound Close play area. RG1 will be cleaning the equipment and will remove the graffiti.

There is damage to the rubber matting of one item of play equipment and under the large round swing in the Bradenstoke play area. EM to contact Steve Aplin for a quote to repair.

EM was asked to investigate the legal position regarding the usage of The Green. EM to bring information back to next meeting.

The bollard in Bradenstoke has been hit by a lorry. EM to get a quote for repairs.

CM23/049 Royal Wootton Bassett & Cricklade Area Community Safety Forum Update

The meetings are the second Friday of each month.

CM23/050 Royal Wootton Bassett & Cricklade Area Board Update

The next meeting is on the 22nd June 2023, 6:00 pm at Lyneham Primary School.

- CM23/051 **War Memorial Working Group Update**
Works have not been undertaken for repairs after the frost damage. EM to follow-up with a repair time.
- CM23/052 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
The dropped kerbs have been completed There is one item for consideration with the LHFIG committee. The Council will review the requests with LFHIG and any new projects required in the June meeting. The next LHFIG meeting is due to be held 19th July 2023, 6pm, Cricklade Town Council (TBC)
The Parish Council wishes to express its thanks for completing the installation of the dropped kerbs.
To Consider And Agree To The Contribution Of £1500 Match Funding For The Dropped Kerbs At Bradenstoke
Proposed FB. Seconded SG. Passed.
IT WAS RESOLVED THAT a contribution of £1500 for the drop-kerbs in Bradenstoke be agreed.
- CM23/053 **Public Relations and Communications Working Group**
The Council thanked members of the public for attending the meeting.
- CM23/054 **Parish Steward**
The Parish Steward schedule has been sent out and placed on Teams. There will not be normal Steward attendance until June as May is designated grass cutting initiative across Wiltshire.
The street sweeper has been requested in Lyneham. AB has formally put in a request. Unknown timeline for completion.
Any issues may continue to be reported on the Mywiltsapp <https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/055 **TO RECEIVE AN UPDATE ON CLACK HILL / B4069**
No new updates. The webinar took place on Monday April 24th at 6:00 and was open for the public to attend.
- CM23/056 **FINANCE MATTERS**
- CM23/057 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
No decisions taken since last meeting.
- CM23/058 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received.

Disbursements are attached to and form part of these minutes.

CM23/059 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT the Forthcoming Payments be Approved.

Payments Schedule are attached to and form part of these minutes.

CM23/060 **To Receive The Bank Reconciliations As Presented**
Received.

CM23/061 **GOVERNANCE REVIEW**

CM23/062 **To Review And Approve The Council's Standing Orders**
Proposed FB. Seconded RG2. Agreed.

IT WAS RESOLVED THAT the Standing Orders Be Accepted As Proposed And Remain Unchanged.

CM23/063 **To Review And Approve The Council's Financial Regulations**
Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT the Financial Regulations Be Accepted As Proposed And Remain Unchanged.

CM23/064 **To Review And Approve The Parish Council Asset Register**
Proposed FB. Seconded RG. Agreed.

IT WAS RESOLVED THAT the Asset Register Be Deferred Until June Parish Council Meeting.

CM23/065 **To Review And Approve The Council's Code Of Conduct**
Proposed FB. Seconded SG. Agreed.

IT WAS RESOLVED THAT the Review Of The Council's Code Of Conduct Be Deferred Until The June Parish Council Meeting.

CM23/066 **To Review And Approve The NDP (Neighbourhood Development Plan) Review Report And Recommendations**
Proposed RG1. Seconded FB. Agreed

IT WAS RESOLVED THAT the NDP Review Report Be Accepted As Proposed.

CM23/067 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Peer Review for Wiltshire Planning Process

Area Board Minutes



CM23/068 **TO CONSIDER ITEMS OF MAINTENANCE**

Play Parks need require attention on some surfaces under the play equipment. EM to contact Aplins for a quote. The bollard in Bradenstoke has been damaged by a passing lorry. This requires immediate attention. EM to get quotes for repairs.

Any maintenance issues may be reported to <https://www.wiltshire.gov.uk/mywilts-online-reporting>

CM23/069 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**

- Green Farm Planning is still moving forward. The Council holds many concerns that have again been outlined to Wiltshire Council for response.
- The Council holds concerns over the speed limit proposal at A3102 AND B4069 and has made representation.

CM23/070 **NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 13th June 2023 at 7pm, at Lyneham Village Hall.

Meeting Closed: 20:31

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Summary of Public Participation Section

Public Participation Started 19:00 – Ended 19:11

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

Report from Wiltshire Council

No written report Allison Bucknell [AB] attended the Parish Meeting but gave apologies for the Full Council Meeting.

MOD Lyneham Report

- You should of seen an email that I told Scotty to send to you regarding the lighting alongside A3102 – this is being worked through in terms of ownership/responsibility.
- MOD Lyneham will support Saturday 27 Jun 23 Summer Fete in terms of equipment (tents etc)
- MOD Lyneham has informed DIO to spend c£40K on sorted out the ditches near Bradenstoke to ease the prospect of flooding.
- Barb wire update opposite the Co-op – initial work has been done, further work is needed to get rid of the barbed wire, so we can obtain access to tidy up the fence line.
- Pj CUBIT – Kier should be on contract in the next couple of weeks to deliver Domestic/technical accommodation for 4SoTT. P90 Dates are: Jul 25 for SLA (168 bedspaces) and Dec 25 for the Technical real estate. Some of 4 SOTT personnel will start arriving at the end of the year.
- Pj TELLUS – Infra for the New Army Operating Model to support MIV, CR3, AJAX, LEPE will start construction of 2 x hangars (one training hangar and storage hanger) in Nov 24 and will aim to be completed by Nov 26.

PCSO

No PCSO in attendance, no report this meeting.

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

No update.

Other Public Items discussed

None



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

Signed F Ball

Date 10/26/2023



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Precept23-1		Wiltshire Council	2023/24	Precept	£ 26,871.50	N/A
Unbanked Receipts						
Expected Receipts						
Payments Made Since Last Meeting						
2010401		B/P to: Bradenstoke Village Hall	20196	Hall Hire - Neighbourhood Plan Review	£ 24.00	N
2010402		B/P to: Bradenstoke Village Hall	20197	Hall Hire - March Meeting	£ 16.00	N
2010403		B/P to: Eon	March	Electric	£ 56.62	P
Forthcoming Approved Payments (not included on Reconciliation)						
REFUND		B/P to: Lyneham Village Hall		Refund of Payment in Error	£ 1,800.00	
2010397		B/P to: Charlton Baker	April 62157	Payroll	£ 17.00	Y
2010398		B/P to: Elizabeth Martin	May	Pension		N
2010399		B/P to: Elizabeth Martin	April	Salary		N
2010400		B/P to: Lyneham Village Hall	Inv 57	Hall Hire - April Meeting	£ 30.00	N
2010404		B/P to: Eon	April	Electric	Approx £50	P
2010405		B/P to: Elizabeth Martin	April	Microsoft Expenses	£ 64.31	Y
2010406		B/P to: RKM Construction	May	Toilet Contract	£ 456.00	N
2010407		B/P to: Rialtas	Inv 30511	Year End Closure	£ 594.00	Y
2010408		B/P to: Charlton Baker	May	Payroll	£ 17.00	Y
2010409		B/P to: Elizabeth Martin	June	Pension		N
2010410		B/P to: Elizabeth Martin	May	Salary		N
2010411		B/P to: Bradenstoke Village Hall		Hall Hire - May Meeting	£ 36.00	N
2010412		B/P to: Eon	May	Electric	Approx £50	P
2010413		B/P to: Elizabeth Martin	May	Microsoft Expenses	£ 64.31	Y
2010414		B/P to: RKM Construction	May	Toilet Contract	£ 456.00	N
Internal Banking Transfers - To Savings						

* Amounts include VAT


SIGNATURE CERTIFICATE



REFERENCE NUMBER
DECBB061-348E-4AC2-BFD1-D8D93FA6FE30

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number DECBB061-348E-4AC2-BFD1-D8D93FA6FE30	Document Name LBPC FINAL Mins 09-05-23
Transaction Type Signature Request	Filename LBPC_FINAL_Mins_09-05-23.pdf
Sent At 10/26/2023 08:40 EDT	Pages 11 pages
Executed At 10/26/2023 09:01 EDT	Content Type application/pdf
Identity Method email	File Size 462 KB
Distribution Method email	Original Checksum 1287462cfb7b52250a2470e68f95b8eae4541e81bd4b00885194b50cd9dbd89d
Signed Checksum aa3ceae45f39a11dde0c21b82e7fc7e9528111ece4c410609511145cb34d15eb	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 10/26/2023 09:00 EDT
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum 3e45ee2051d8533e8592f1d83c7987e5a054c5f7288734aa1564007a8c4d3189	Identity Authenticated At 10/26/2023 09:01 EDT
Components 12	IP Address 92.4.213.57	Signed At 10/26/2023 09:01 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 1CC7BFF0	

AUDITS

TIMESTAMP	AUDIT
10/26/2023 08:40 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_09-05-23.pdf' on Chrome via Mac from 217.32.114.120.
10/26/2023 08:40 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
10/26/2023 09:00 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.4.213.57.
10/26/2023 09:00 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.4.213.57.
10/26/2023 09:01 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 92.4.213.57.
10/26/2023 09:01 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 92.4.213.57.