

**Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 12th January 2016 in Lyneham Church Hall at 7.00pm.**

**Present**

Cllrs: Geoff Jackson-Haines (Chairman), Judy Digman, Lynn Thrussell, John Webb, Judy Selby-Boothroyd, Richard Selby-Boothroyd, Jack Pollard, Rod Gill and Ron Glover.  
Clerk: Jacquie Henly

There were 8 members of the public and press present.

**Welcome**

The Chairman welcomed all present to the meeting.

- 1) Penny La Mare was not present but had sent apologies before the meeting saying there was nothing to report this month.
- 2) Andy Singfield from the Neighbourhood Police Team sent in a report prior to the meeting, points of local interest were read out by the Chairman:

**Local Concerns**

**Whole Sector**

**ASB** has significantly decreased and we had no reported anti-social behaviour connected with Halloween, Fireworks Night, Christmas or New Year

**Road Traffic Accidents** - There has been an increase in road traffic accidents on the area, this has been seen across all parts of Wiltshire and I am sure reflective across all forces. A lot of this is due to road flooding and persistent rain where the roads are extremely wet and slippery. We continue to remind people to take extra care and leave plenty of time for journeys.

The investigation into the fatal road collision at Tockenham is still ongoing but we would like to thank the patience of local residents and other road users whilst the lengthy investigation took place.

**Royal Wootton Bassett.** There continues to be theft from motor vehicles; we continue to urge the public to report anyone acting suspiciously near vehicles, and to not leave valuable items in vehicles and ensure they are secured.

Of the 7 cars that were targeted, 3 were insecure and of the other 4, 3 windows were smashed and 1 door bent to gain entry. 1 van has been broken into, tools were stolen and some were recovered within 24 hrs. 2 motorbikes have been stolen and 1 catalytic converter.

**Lyneham**

A member of the public has raised concerns regards vehicles left on The Banks, off road after accidents. Unfortunately we have no grounds to recover those vehicles unless they are obstructing the Highway or need to be seized as evidence. When this does not apply, they are the responsibility of the owner to recover. This has been forwarded to Highways (Wiltshire Council) and traffic management, PC Kyne.

The full report is available on the Parish Council web site.

- 3) Wiltshire Councillor Allison Bucknell was not present; no apology had been received nor a report.
- 4) The Chairman invited questions from members of the public present that would be answered during the meeting at item 4 on the agenda or carried over until the next meeting if the answers were not available to hand.

**Item 1 - Apologies for absence**

- 1.1 Apologies were received from Cllr T Webb due to his interest in item 10f on the agenda.
- 1.2 Apologies were also received from Penny La Mare and Capt Seb Madronal.

**Item 2 – Declaration of Interest in items on the Agenda**

2.1 The Chairman declared an interest on behalf of all the Parish Councillors in item 10f on the agenda. He stated that therefore the Parish Council would not be voting on this item and would limit its deliberations to discussion only.

2.2 Cllr Gill declared an interest in item 11 on the agenda, as he is a member of the Village Hall Committee.

**Item 3 – Approval of Minutes from the previous meeting**

3.1 Minutes of the Parish Council meeting dated 8<sup>th</sup> December 2015 were approved by those present and signed by the Chairman.

**Item 4 – Consideration of matters arising from Public Participation**

4.1 Marcia Glass was not present at the meeting but had sent a question via Stevie Palmer. At what stage is the Neighbourhood Plan and what percentage of the Community Infrastructure Levy (CIL) can the Parish expect to receive for any local development? The Plan is currently at the draft stage about to go out for public consultation. Until the plan has been fully adopted the Parish will receive 15% CIL

once adopted then we can expect to receive 25%.

4.2 Stevie Palmer asked how much s106 money is funding the new play equipment for Bradenstoke playing field? The Clerk confirmed it was £7844.00.

4.3 Kate McFarlane asked two questions relating to the Solar Park Community Fund:

a) Can the Parish Council (investigate if necessary) and explain why anywhere other than the village of Bradenstoke should benefit from Bradenstoke Solar Park Community Benefit Fund, as no other parts of the parish or other parishes have been affected by the solar park?

b) Can the Parish Council confirm how residents of Bradenstoke will be invited or selected to join the Grants Body, what percentage they will comprise and explain why other bodies apart from the Lyneham and Bradenstoke Parish Council and the Unitary Councillor would have any place on that Body?

It was confirmed that the Parish Council is as much in the dark as Kate; limited information had been passed on from Allison Bucknell our Wiltshire Councillor; in fact more information had been obtained from a Wiltshire Councillor to an adjoining Parish. It was agreed however the Parish Council would endeavour to find out more and report back to Kate with their findings.

Cllr R Selby-Boothroyd thanked Kate for her very comprehensive question and confirmed how disappointing it was that the Parish Council were only being drip fed snippets of information but would now proactively seek answers on behalf of the community.

Cllr J Webb confirmed that the Solar Park affected New Zealand also and they were part of Hilmarton Parish.

4.4 Tom Blundell highlighted a potential scam in the community. Cllr Pollard said he would try and get further details at a Neighbourhood Police Meeting he is attending on 13<sup>th</sup> January 2016.

#### **Item 5 – To receive items on the Clerk's Report**

5.1 Sent in comments to Wiltshire Council on the planning applications considered at the December meeting.

5.2 Liaised with WC and a Bradenstoke resident regarding the installation of a new Street Naming Sign that has now been approved. The sign has been ordered.

5.3 Received details of the remaining balance regarding the Grant application from the Scout and Guide Association

5.4 Chased the water company that deal with the MoD water supply regarding the leak spilling onto the A31012 and affecting the Churchyard and grassed area next to the Church car park and the leak in Preston Lane as the two are linked. We have been reassured the matter is being dealt with but the delay is partly due to the fact that the leak is on a section of main supply not yet adopted by the Water Company. They are working with project Hercules Team to get a resolution to the problem as quickly as possible and apologised for any inconvenience this has caused.

5.5 Uploaded a copy of the Lyneham and Bradenstoke Community Led Plan onto the Parish Council web site.

5.6 Apologised to S Palmer for overlooking the fact that an electronic copy of the CLP had been forwarded to the Clerk in September 2014.

5.7 Contacted Cllr Bucknell to enquire what road safety issue she was working on with REME.

5.8 Organised a meeting for Allotment Tenants to take place at the Village Hall in Bradenstoke.

5.9 Liaised with Cllr J Webb in making amendments to the Draft Neighbourhood Plan highlighted by individual Councillors. Cllr J Webb will return to the NEW-V Co-ordinator for approval.

5.10 Updated the documents and web site with the adopted documents from the December meeting.

5.11 Started the annual subscription to Parish Online as agreed at the December meeting, currently awaiting a number to activate the account.

5.12 Put up notices regarding the 2 stage public consultation regarding the surplus funds available to the Parish Council.

5.13 Put up notices regarding the Annual Accounts and report from the External Auditors, the annual accounts and report were also posted on the web site.

5.14 Instructed Sharples Trees Services to carry out the 18-month hazard assessment of the trees on The Green in Lyneham.

#### **Item 6 – To receive update reports from working groups, committees and representative members of outside bodies.**

6.1 Report from Cllr J Webb re CATG:

a. The A3102 South of Lyneham is not going to be one of the two routes that our CATG are going to put forward to be part of the 36 options that WC are going to whittle down to two freight management schemes to go ahead with. On the bigger plus side neither is Wootton Bassett High Street.

b. Balfour Beatty are still raising excuses for not doing the footpath and dropped kerbs at the Bradenstoke junction. We were told that it will now not take place until WC have a new contractor in place, so it should happen some time after April this year. However, the resurfacing of Chippenham Road and repairs to The Banks are still going ahead in March as they are with a different contractor.

c. The flow chart for raising issues with CATG is to be amended so that if a Parish/Town Council agree for further investigation into an issue they are not committing to an open ended financial commitment at an early stage.

**6.2 Report from Allotments Working Group:**

a. Set up a meeting with a new tenant for an allotment that became available just before Christmas. The new tenancy will start in January 2016.

b. Held a meeting for Allotment Tenants early in January. Four representatives have now been approved to join the Allotment Working Group.

**6.3 Report from Communications Working Group:**

a. Started to receive items for the next Spring Edition of the Parish Magazine.

**6.4 Report from Britain in Bloom:**

a. Received a donation of 2 large boxes of bulbs from MoD Housing Team.

b. Cllrs J Selby-Boothroyd and Thrussell gave a short presentation on progress made so far with plans for this years Britain in Bloom Competition. They showed photos and designs for some of the things they are planning for the coming year. This includes:

Production of large banners for Lyneham and Bradenstoke,

Hopefully the involvement of the School by colouring competitions,

Work in the Memorial Garden around March,

Plans for a mural in the public toilets,

Continuing maintenance of the Churchyard to make it accessible for everyone,

Possibly an entry for the Allotments, yet to be agreed by the tenants,

The theme for this years competition would be centred around the celebration of the Queens 90<sup>th</sup> Birthday and would hopefully involve a street party on 2<sup>nd</sup> May bringing together all members of the community, the colour theme would be yellow and gold as gold is the queens favourite colour.

Hanging baskets will be offered to local business people at a very reasonable rate, produced by one of the Britain in Bloom volunteers.

Flower beds would have large posters behind them recognising the Queen's Birthday,

Hoping to get REME involved to do something outside the camp gates,

Members of the public were asked for any ideas for the lay-by between Lyneham and Bradenstoke – if no ideas are forthcoming it might be planted with wild flowers,

Considering putting flowers under the Welcome to Lyneham Signs,

As a number of complaints have been received about how scruffy the area outside the shops in the centre of Lyneham look, enquiries will be made with the Land Registry to see who owns them and

then get in touch with the owners asking them to repair the large pot holes and smarten up the image.

The Memorial Hall doors and window frames will be painted and the Church will be adding flowers around the Hall.

**Item 7 – To receive and approve a draft copy of the Neighbourhood Plan ready for public consultation and to make comment on the draft Bremhill Neighbourhood Plan.**

7.1 Cllr J Webb reported that a final copy of the draft plan had been circulated to member's prior to the meeting ready for approval. Cllr Webb proposed:

a) the draft plan wide objectives and policies set out in chapters 1-3 of the Draft North Eastern Wiltshire Villages (NEW-V) Neighbourhood Plan as set out in appendix 1 for the purposes of an informal six week consultation.

b) approve the draft Lyneham and Bradenstoke chapter for the NEW-V Neighbourhood Plan as set out in appendix 2 for the purposes of an informal six week consultation.

c) Authorise minor changes to the draft chapters set out in appendices 1 and 2 in the interests of clarity, and consistency before it is published.

The proposal was agreed unanimously.

7.2 Cllr J Webb was thanked for all the hard work and effort he had put into getting the Draft Neighbourhood Plan to this stage.

7.3 The Chairman asked if members had any comments to make on the Draft Bremhill Neighbourhood Plan.

It was noted that the DCTT was now up and running so Bremhill should make sure they are contacted as a local stakeholder.

Cllr J Webb noted that all villages surrounding Bremhill were all classed as small villages so additional housing would be limited to 10 houses but it was good to note that they all realised the need for limited affordable development.

Page 43 of the plan mentioned that operational jet engines and taxiing aircraft would be taking place on the new MoD that is being built. This text needs updating now that the site is already operational.

**Item 8 – Finance**

8.1 Account Balances inclusive of all cheques written and deposits made - Current Account £49964.89

Deposit Account £78151.05

8.2

Cheque No	Payee	Amount
591	SLCC – Annual Subs	85.15
592	J Henly – Clerks December Salary	535.60
593	R Gill – reimbursement of items purchased for completion of new gate/fencing at the Bradenstoke play park and general maintenance items for play parks.	76.24
594	E.On - Electricity	59.19
595	Grant Thornton – Audit Fees	850.50
	Money Received	Amount
	Refund from Community Christmas Party Grant – Money unspent from the Grant awarded	85.62

8.3 The Chairman gave an update on the progress with refurbishing the Bradenstoke Play Park and adding new equipment and fencing. Cllr Thrussell was recognised for her hard work. 2 Quotes have been received one from Sovereign Play Equipment for £31,954.32 and one from Monster Play for £37,495.00. Wiltshire Council has confirmed no planning approval is required for this project and have also approved the s106 funding available for this project. A proposal was made to appoint Sovereign Play Equipment as they had held over their prices from early 2015 and had been very patient in waiting for the finances to be arranged. This was unanimously approved.

8.4 The Chairman explained that to comply with the practitioners guide for governance and accountability for local councils we need to formally consider and appoint an internal auditor for the accounts of 2015/2016. Mr Wilkins is a highly respected retired businessman and also the Parish Council Chairman of Hilmarton Parish Council so has knowledge of what is expected for producing Parish Council accounts. Therefore, he fits the criteria of an internal auditor as recommended in the accounts and audit regulations. Although our Clerk is also Clerk to the neighbouring Parish of Hilmarton the appointment of Mr Wilkins is perfectly acceptable as there is no reciprocal arrangement between the two councils. A proposal was made to approve the appointment of Mr Wilkins as the Internal Auditor. This was agreed unanimously.

**Item 9 – To discuss a request from Cllr Bucknell to put forward an issue for consideration at CATG concerning highways enhancements to the Banks where a number of accidents have occurred.**

9.1 Cllr J Webb reported that he had been in contact with the Wiltshire Council Road Maintenance Officer. Both he and Cllr J Webb considered that as road maintenance work was due to be carried out shortly on The Banks (in March this year) it would be best to wait until after the work had been carried out before raising an issue to be considered at CATG.

9.2 It was also confirmed that a request had been put to Cllr Bucknell by the Parish Council to obtain police reports going back over the last 3 years to try and establish the causes of the accidents that had already occurred in this area before any further investigation was carried out by CATG.

9.3 A request has also now been sent to Lyneham and Bradenstoke Parish Council by Malmesbury Area Board asking if we would be prepared to support an issue should it be put forward to their CATG, concerning incidents that have occurred on The Banks.

This further highlights the flawed system if an issue crosses over two community areas.

Actions agreed:

- a) Cllr Pollard will enquire about obtaining police reports regarding the accidents that have occurred on The Banks.
- b) The Clerk will inform both Cllr Bucknell and Malmesbury Area Board that we do not support further investigation via CATG until after the impending road works have been completed and further information has been sought regarding the cause of the accidents.
- c) An update will be given to Mr Osborne, resident on The Banks where a number of accidents have occurred affecting his property.
- d) Cllr J Webb will send a copy of the request from Malmesbury Area Board to the Chairman of the Royal Wootton Bassett & Cricklade CATG.

**Item 10 – Planning**

10.1 An update on planning applications had previously been distributed to members.

10.2 Application 15/11571/FUL Front, side and rear extension and revised parking 43 Britannia Crescent Lyneham was discussed and considered. There were no objections.

10.3 Application 15/12356/FUL Two storey extension, 12 The Banks Lyneham was discussed and considered. There were no objections.

10.4 Application 15/12393/FUL Proposed erection of two storey dwelling and parking 26 Calne Road Lyneham. Resubmission of 15/07672/FUL was discussed and considered. There were no objections.

10.5 Application 15/12564/FUL Rear extension, 25 Britannia Crescent Lyneham was discussed and considered. There were no objections.

10.6 Application 15/12487/OUT Outline Planning for up to 111 dwellings, vehicle access, public open space, natural children's play area, landscaping planting, pumping station, surface water attention and associated infrastructure – Land to south East of South View and North of Webbs Court Lyneham was discussed and limited to the request for a roundabout as an access road to the proposed site.

Cllr J Webb did point out that this was only outline planning permission for the homes and that further applications would be forthcoming should the roundabout be approved.

Discussion took place about where the speed signs would be more effective should the roundabout be approved.

Cllr J Webb suggested that as the whole Parish Council has an interest by association this application and any further applications made regarding this site should be assessed by the Development Control Committee because of the conflict of interest it might otherwise cause. This proposal was considered and unanimously agreed.

#### **Item 11 – Lyneham Village Hall Matters**

11.1 The appointment of Cllr T Webb to serve as the member of the Parish Council on the Lyneham Village Hall Committee was ratified. Cllr T Webb has already attended a meeting of the Village Hall Committee on 7<sup>th</sup> January and had been welcomed by committee members.

11.2 During the Village Hall committee meeting held on 7<sup>th</sup> January it was requested that the Parish Council reconsider the grant application that was submitted and then withdrawn at the December meeting. A proposal was made that the decision on approval of the grant application from the Village Hall Committee be devolved to the Finance Committee in a meeting that has been set up, pending agreement, for Wednesday 13<sup>th</sup> January 2012. This was unanimously approved.

#### **Item 12 – Exchange of Information**

12.1 Cllr J Digman reported that it appeared a rubbish bin had been removed from between Webbs Court and the Co-Op. Cllr Thrussell agreed to ask the WC Community worker.

12.2 Cllr J Selby-Boothroyd requested an agenda item for the next meeting to approve the costs for seeking information on land ownership of the land outside the shops in Lyneham.

#### **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 9<sup>th</sup> February 2016 in Bradenstoke Village Hall starting at 7.00pm.

#### **Item 14 – Close of Meeting**

14.1 The meeting was closed at 8.15pm

Signed ..... Date .....

Chairman