

**Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 13th November 2018 in Bradenstoke Village Hall.**

**Councillors Present**

Cllrs: G Jackson-Haines (Chair), J Wright, R Gill, T Webb, D Hewitt, D Kee & C Jenkins  
Clerk to the meeting: E Martch-Harry

There were also 13 members of the public present

**Item 1 Welcome & Introductions**

1.1. Cllr Geoff Jackson-Haines welcomes everyone to the meeting.

**Item 2 - To receive and accept apologies for absence**

2.1 Apologies received from Cllr L Thrussell and F Gomme

**Item 3 - Declaration of interests in items on the agenda.**

3.1 None declared.

**Item 4 - To confirm minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> October 2018**

4.1 Minutes from the Parish Council meeting dated Tuesday 9<sup>th</sup> October 2018 were approved as correct by all members present and signed by the Chairman.

**Item 5 - To receive the Clerk's report previously circulated to members.**

5.1 Received new contracts and cheques from the allotment holders for the next years 2018/2019 fees and chasing up any that haven't responded. Banked all allotment cheques. Updated database of current members, and any cancellations. Contacted public on the waiting list to see if they wanted to take up an allotment. Advertised vacancies on website. Responded to new interested parties.

5.2 Updating and calculating accounts for this year. Projecting expenses to the end of the financial year. Working on the budget for 2018-2019.

5.3 Organising Dispensation request and permission forms for next council meeting.

5.4 Liaising with Wiltshire council about the salt delivery ready for the Emergency parish plan this winter.

5.5 Received quote from building contractor for pavement in parish.

5.6 Responded to parishioner enquiries.

5.7 Invoiced businesses that are advertising in the next parish magazine. Received cheques from companies to bank.

5.8 Contacted attendees from Dementia training to send certificates to them.

5.9 Received grant applications and sent them out to all the councillors.

5.10 Liaised with Castle water about public conveniences.

5.11 Received update and discussed with Kevin Franklin, tree company on the work they were undertaking in the parish.

**Item 6 - To receive an update from the Working Groups.**

**6.1 Update on The Allotments:** The numbered stones on council plot ready to go on plots. Cllr Dave Kee will be sourcing stakes to square up plots and reinstate paths. Nearly all contracts been sent back now and 2 new allotment holders have come on board. 3 are still available and they are being advertised on website.

**6.2 Update on The CATG:** Co-op pavement to go on council job list.

**6.3 Update on the Maintenance Group:** Cllr Dave Kee will be sorting out planters next week and tidying up around the Green and the signs. Rotting sleepers need replacing but very expensive now. Cllr G Jackson-Haines can get more timber instead.

**6.4 Update on the Highways Group:**

Nothing to report.

**Item 7 - Finance**

**7.1** To agree payments in accordance with the budget as listed and previously circulated to members. Agreed by all councillors.

Account Balances inclusive of all cheques written and deposits made –

Current Account £75,643.18

Deposit Account £38,239.78

Cheque Number	Payee	Amount
---------------	-------	--------

834	E.ON Electricity for public conveniences	£78.38
835	Jam print NP leaflets	£200.00
836	PKF Little John LLP Auditors	£360.00
837	Bradenstoke village hall GRANT	£1,290.60
838	Lyneham Methodist church hire NP	£12.00
839	Bradenstoke village hall hire NP	£17.50
840	Lyneham church hall hire – PC meetings	£129.00
841	Stationery & stamps	£10.71
842	Cancelled	
843	Cancelled	
844	Clerk Salary – October	£505.82
845	Ray Coles donation	£30.00
846	RBL Poppy appeal – wreaths	£80.00
847	RKM Construction – cleaning public conveniences	£1,368.75
	Money Received	
	Allotment fees - Sept	£306.00
	Parish Magazine advert fee	£25.00
	Wiltshire Council Precept	£23,471.50
	Allotment fees – Oct	£216.00
	<i>Groundworks Grant for Neighbourhood Plan</i>	<i>£6,884.00</i>

Cllr D Hewitt highlighted that the Groundworks Grant was not included in the top account figures as it was not parish council funds.

## **7.2 Emergency plan – to approve purchasing snow shovels**

None agreed on. Decided that metal shovels would be better. 12 x shovels needed. To be kept locked up in the public toilets. 3 x metal shovels to be priced up on next agenda.

**7.2.1 To approve purchase of winter gloves.** Chosen number 2. Stanley winter waterproof heavy duty thermal gloves £13.94 24 x gloves to be purchased.

Proposed: C Jenkins Seconded: D Kee

**7.3 RAF stone on the Green repair quotes.** Chosen number 3. Resurfacing face black granite and applying sealant £1,008.00 inc VAT. This is by the original company that installed memorial in 2012, James Long (Masons) Ltd. Clerk to ring them this week.

Proposed: D Hewitt Seconded: C Jenkins

## **Item 8 - Planning**

8.1 18/09277/FUL

Site Location: Lyneham Farm, Hilmarton Road, Lyneham SN11 9JB

Proposal: Siting of a permanent agricultural building.

No Objections

## **Item 9 – Resignation of Parish Clerk**

9.1 The parish clerk has handed her resignation to the chairman. She will be taking up a different role. The post wasn't an easy job to do and there was a lot to sort out when she first started. She has written a draft budget for the finance committee to work on ready for December meeting. The councillors would like to thank her for all her hard work over the past year and wish her well in the future.

## **Item 10 – Filling post of parish clerk, advertisement and going forward until post is filled**

10.1 WALC have been informed and are advertising the job on their website. Signs will go up on the noticeboards and on the website. There has been interest in the post. Cllr G Jackson-Haines and Cllr L Thrussell will cover the clerk's duties until there is a replacement.

## **Item 11 – To record dispensations granted to Cllr F Gomme, J Wright, D Kee, D Hewitt and C Jenkins granting them permission to discuss the Parish Precept.**

11.1 Clerk gives dispensation forms to all councillors to sign and they are returned and put in the clerks file. Cllr F Gomme isn't present and will need to sign his at the December meeting.

## **Item 12 – Neighbourhood Plan steering group update and discussion of TOR.**

12.1 Cllr Geoff Jackson-Haines has had several meetings with Wiltshire Council regarding the Neighbourhood plan and steering group discussing the roles and responsibilities. He has been advised that the TOR's need to revert back to the original ones.

Cllr Darren Hewitt ask why the existing one is not correct and has to be changed back.

Geoff - it was not approved by the Steering Group and can't discuss details in an open forum.

Darren – asked previously for clarification from Geoff about the TOR's. The steering group is a working group representative of the parish council, so the TOR's belong to the parish council and only need approval by the parish council. The original ones were poorly written and not fit for purpose and he rationalized and rewrote them to make them fit for purpose. These were then sent out to all councillors, then unanimously voted for by the Parish Council.

Geoff – Most of the relevant information was taken out of the TOR's and it had been written by Wiltshire Council. Secondly it wasn't approved by the steering group on its minutes and it's still a committee which needs to approve them.

Darren - They are a document of the parish council so do not need steering group approval. Looking at the parish council Standing Orders (16. Rescission of previous resolutions) that a decision made by the parish council cannot be reversed for a period of 6 months unless by special resolution, a written notice which bares at least 6 members of the council. We can put it on the agenda in March which would be 6 months time.

Geoff – I will hold them until next month as I believe they are illegal.

Darren – A special resolution notice will need to be brought to it then.

12.2 Cllr Darren Hewitt has been informed by the Chairman that there have been 2 written and a verbal complaint about the steering group. He asks the clerk if she has received them, the clerk has not seen them. It is council policy to send the complaints on to the clerk to keep on record, these are being held by the chairman and have not been sent on to the clerk. As per the Code of Conduct all councillors have, verbal complaints are to be transcribed, has this been done?

Geoff – He does have the 2 emails and knows about the verbal complaint. The person is not well at present but will write it down when they are better. He told Darren that he is investigating it at the moment and then will bring it to the council. The complaints were more like actions that they would like noted and not that any actions need to be taken. If Darren wanted to pursue this then he would send them on through the correct channels but hadn't as the clerk is leaving (the clerk was told about these complaints verbally prior to her resignation but never received the emails or given the details). The complaints were about a steering group meeting.

Darren - He would like to see the complaints and wants them to be sent to the next clerk to be put on record so its open and public and so he can deal with any issues that have been raised. How can the steering group deal with the complaint and respond unless they know what has been said?

Geoff – It can be dealt with, within the council and he would need to speak to the complainants to find out if they wanted the complaints to go public.

Cllr D Kee - these emails need be redirected with the correct procedure.

Darren – I would like the opportunity to respond to the complaints and if necessary apologise. Can this be an agenda item on the next meeting.

Dave - they are not complaints until they have been put through the correct process and can be dealt with properly.

12.3 The steering group have been working through option to work sheets which were given to them by Lemon Gazelle. They will be completing and sending them to LG in the next 2 weeks, so the plan can be written. The steering group have been working really hard and they are very close to completing this project. A question has been asked if they are a Steering group, Subcommittee or a Working group? If they are a Steering group, they follow those rules and not the other two groups rules.

Geoff – They are a Steering group and there are three parish councillors as members of the group as per the TOR's, so they can represent the whole parish.

Darren – The Steering group has three councillors and representatives of the community, parish and/or local interests.

Dave – How balanced is the Steering group? What proportion are the anti – planning v pro-planning?

Darren – We have an opening statement that I read before every meeting. From minutes on Monday 22<sup>nd</sup> October, purposes of this meeting is to work on the sheets that LG have given us, private opinions of members is not relevant to the group activity and have no bearing on the Neighbourhood development plan which is the wish of the community and benefit of the community.

Dave- He has received comments about the Steering group membership about people who are in new built properties and they do not want any new development.

Darren – Any direction the Plan takes must be supported by evidence, that evidence can only come from community engagement. Everything we have is from the past and current community surveys and is vital to our report. We cannot put forward anything which isn't supported and doesn't have evidence. Unless there is evidence it will not get through scrutiny at county level. They have to follow a process and be open and honest and the benefit of the community. This plan will be 2019-2026. Darren had a meeting with the link

officer Tim McCoomb, Wiltshire Council are looking at 2036, parish level it is until 2026 as they do not have the figures from central government yet. Is the parish council supportive of this process?

Geoff- We have always thanked you at the meetings and said what a good job you are doing. At the meeting a few weeks ago, he was astounded by how good the team was and how they were all working together.

Darren – He feels very lucky to have the individual members of the steering group and would like to thank them for their efforts. We are just trying to develop a plan for the community which can become law, protects our community and vision. As per the survey most people in the community are supportive of some development in the parish which is sensitive to the existing community. We are nearing the end of this process and they will be bringing the plan to the parish council for approval and then on to Wiltshire Council regulations 14, with a 6-week consultation period. Then voted on in a Referendum, if over 50% vote for it the Plan is a legal document.

12.4 Been advised by Tim McCoomb that a new Housing Needs survey needs to be done by Wiltshire Council. The current one was done in 2013 and runs for 5 years – 2018. Aware that the community may not be happy about another survey, but this is done by county but will require support from the parish council to help and the Steering group. It will take a couple of months to do. Parish council to put signs up to say this survey will be fed into the Neighbourhood Plan. Clerk to contact the council and all the councillors agree.

12.5 Everyone is welcome to come the Steering group meetings. They had one closed meeting because of advice from LG that the activity they were doing did not need to be done in public as they were just going through the surveys and filling out reports.

### **Item 13 –Youth Forum Meeting update**

13.1 Cllr C Jenkins had a meeting on Friday 12<sup>th</sup> October with Amy (MoD) and Cllr Allison Bucknell. Funding for the youth service by the Area Board is coming to end in March 2019. Currently providing Friday night sessions for 40 weeks at £5,200 (exc VAT which can be reclaimed) per year. Need to investigate with the youth in the parish if this is wanted and whether it is to be continued in the next financial year. Funding for Youth's to be included in the budget and the next parish precept.

### **Item 14 – Discuss adult fitness apparatus in our villages**

14.1 C Jenkins put on information on Facebook, emailed, phoned and put in parish magazine to get public opinion over the last 2 months. 72 people said Yes they would like it (30 at Bradenstoke park, 42 at Pound Close park) & 78 said No. Idea not to be pursued.

### **Item 15 – Update and discussion about the repair to pavement by Co-op**

15.1 Cllr R Gill asked for it to go on CATG. Resident has asked for this to be done by the parish council. Clerk contacted POC contractor and he met with Cllr F Gomme. Were quoted £8000. Due to high insurance and licensing charges of £1500 by the Wiltshire Council the costing for this is very expensive. Cllr R Gill has contacted other companies, but none have come back to him. If this was to be done by the parish council this could open up a barrage of requests for pavement repairs by residents which should actually be maintained by Wiltshire Council.

### **Item 16 – Location of War memorial: 4 options to discuss**

16.1 1. On the grass area to the right of church hall near the trees. Permission from Salisbury Diocese.  
2. On the grass area by the side of the church hall, where the Christmas tree goes.

Permission from PCC

3. In the Memorial gardens. Controlled by the Trust.

4. On the land opposite the church car park near telephone box. This has been discussed with owner of the land. Land been offered to parish council to put it there however there are power cables, water and sewage underneath and electricity going across it. Any damage would the council be responsible and liable for it.

16.2 No agreement by councillors, need further discussion. Cllr C Jenkins to do a poll with no: 5. Another option?

### **Item 17 – Update on Tree report completion in parish**

17.1 Clerk informed everyone that the tree work had been completed. However, permission for the work from Wiltshire Council took 10 weeks to approve which is 2 more weeks than normal. It meant that there was extra work involved to clear up the trees and debris, but the contractor did not charge extra for this. The clerk thanked the contractor on the Parish Councils behalf.

### **Item 18 - Discussion of website and advertisements.**

18.1 Cllr G Jackson-Haines contacted WALC and it was illegal for the parish council to give free advertising for hosting the website.

### **Item 19 - Exchange of Information - To receive and discuss items from Councillors for consideration on the next Agenda.**

19.1 Cllr T Webb, in the dog walking field there is now a gap under the fence and dogs are getting through. This need to be filled in.

19.2 Cllr D Hewitt, with GDPR we need to all be using the councillor email addresses and not personal ones. Can there be training for those having difficulty using it and have reverted back to old email addresses.

19.3 Cllr C Jenkins, please put Youth forum on next month's agenda.

**Item 15 - Date of the Next Meeting.**

15.1 The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 11<sup>th</sup> December 2018 in the St Michaels Church Hall, Lyneham starting at 7.00pm.

Signed .....  
Chairman

Date .....