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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 16th January 2024 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Barnard [SB], David Leuty [DL], Shendie Green [SG]

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

CHAIR: Frank Ball [FB]

APOLOGIES: John Williams [JW], Ron Glover [RG2]

ABSENT: Rod Gill [RG1]

Meeting Commenced: 19:20

CM23/339 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received from Cllrs. John Williams and Ron Glover. Cllr Gill absent

CM23/340 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM23/341 **MINUTES OF THE PREVIOUS MEETING, 12TH DECEMBER 2023**
Proposed FB. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 12th December 2023 Be Accepted As Written.

CM23/342 **CHAIRS ANNOUNCEMENTS**
None

CM23/343 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
EM will be circulating the Emergency Plan for review by the Parish Council to ensure that it is up to date.



Wiltshire Council has circulated information regarding the recent flooding and have asked for the Council to produce a piece or work with mapping. EM has the maps and will complete as requested.

Wiltshire has also asked for local Parish Councils to complete a flood plan document and has sent a model document through for review.

The Parish Clerk will be focusing on completing all required information for the internal audit in preparation to hand over the books to the auditor at the end of March. Council

CM23/344

TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS

- State of Clack Hill roads. **Action:** EM to report to Highways
- Post for Bradenstoke SID. EM has the specification and the name of company to quote for the work.
- There are some outstanding maintenance items for the toilets. The Council has funding. EM asked Councillors for suggestions – quotes being sought for upgraded maintenance.
- Rubbish Bin has been knocked over; a new post is needed for installation. **Action:** EM to source prices for repair.
- Woodchips for the entry of the dog park. Action – EM has asked KI for costs.
- EM awaiting measurements of the notice boards for 3 notice boards so that costs may be quoted.
- The Dog Park Sign has been damaged and requires replacement. **Action:** EM to contact Highways to discuss replacement and original location.
- A tree in the dog park has a fallen branch – EM getting quotes for removal of this branch.
- Lyneham and Bradenstoke bus shelters require cleaning. **Action:** EM to get quotes for cleaning. EM has requested a license to manage this from Wiltshire Council. Awaiting a response.
- Signage for Pound Close Play Park – need feedback on where this needs to be located.
- Trees at Bradenstoke Play Park need to be reviewed as several have died. SG and SB will review and feedback.
- Hedges at the children’s play area are encroaching onto the road and need to be cut back. **Action:** EM to get quotes for the work.



CM23/345 **PLANNING**

CM23/346 **To Consider The Following Planning Requests**

[PL/2023/11091](#) **Proposal**

Minor alterations to first floor interior layout, removal of one window and alterations to joinery in outbuilding.

Site Address

The Old Rectory, Lyneham, Chippenham, SN15 4PQ

Application Type

Listed Planning Consent

Outcome

No comment/supports the application.

CM23/347 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM23/348 **Allotment Working Group**

CM23/349 **To Receive An Update On The Local Flooding In Bradenstoke**

The Council met with a flood survey engineer for an initial meeting to discuss the issues and have a look around the area that is having issues. The Council met with the surveyor on the 11th of December 2023. The initial summary has been received. The surveyor is suggesting a topographical map/survey be carried out for the area. There is also a suggestion of looking at a project involving Lilly Brook and Wiltshire Council that could be commissioned by the Parish Council. The Council will approach Wiltshire Council (EM) to ask if a topographical map/survey already exists.

CM23/350 **To Receive and Agree The Next Steps For The Flooding Survey In Bradenstoke**

It has been agreed that SB will send the initial report and a formal letter from the flood survey engineer to Nick Puntis at Wiltshire Council and circulated to the Parish Council.

The Council will be looking at the historical Solar Farm plans and making enquiries into what works were completed during the installation and reporting back.

The public is reminded that the Parish Council has a limited number of gel sacks available. Please contact the Parish Clerk if a parishioner requires some.



- CM23/351 **Open Spaces & Play Areas Working Group**
No report.
- CM23/352 **To Receive And Agree Handyman Quotes Received**
Proposed SB. Seconded FB. Deferred To February Meeting.
IT WAS RESOLVED THAT The Parish Council Will Defer Until Further Quotes Are Available.
- CM23/353 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
SG attended the January meeting. Fly tipping is one main topic for Wiltshire Council.
The Next meeting is on the 9th February 2024.
- CM23/354 **Royal Wootton Bassett & Cricklade Area Board Update**
The next meeting is on the 17th January 2024, 18:00, Proposed Purton Village Hall, Station Road, Purton, SN5 4AJ, Cricklade Town Hall.
13th March 2024, Lyneham Primary School, Preston Lane, Lyneham, SN15 4QL, 18:30
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
No Parish Councillors were available to attend the January meeting. The minutes from the January meeting will be circulated.
It was confirmed that SG will be attending the next meeting in March 2024 in Lyneham where road and highways will be a main topic of discussion.
- CM23/355 **Public Relations and Communications Working Group**
Bradenstoke is holding a litter picking event on the 20th of January. Clack Hill requires attention as does the entrance into Bradenstoke Village.
- CM23/356 **Parish Steward**
The Parish Steward has been away over the holiday period. SG to report when he is back.
Any issues may continue to be reported on the Mywiltsapp
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/357 **Defibrillator Working Group**
SG and EM meeting on 24th of January 2024
- CM23/358 **LOCAL HIGHWAYS AND FOOTPATH IMPROVEMENT GROUP (LHFIG, FORMALLY, CATG)**
Next meeting, TBC. The Council has been emailed and will be prioritising the LHFIG initiatives in the February meeting and sending the information to Wiltshire Council.



- CM23/359 **FINANCE MATTERS**
- CM23/360 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
None
- CM23/361 **To Receive For Information, Disbursements Made Since The Last Meeting**
Disbursements received as presented and will be attached as part of the minutes.
- CM23/362 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed SB. Seconded FB.
IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.
- CM23/363 **To Receive The Bank Reconciliations As Presented**
Reconciliations received.
- CM23/364 **To Consider And Agree The 2024/25 Parish Council Budget**
Proposed FB. Seconded SB. Passed
IT WAS RESOLVED THAT The 2024/2025 Parish Council Budget Be Accepted As Presented.
- CM23/365 **To Consider And Agree The Precept Request For 2024/25**
Proposed FB. Seconded SB. One Abstained
Based on **Error! Reference source not found.** the precept will be £61,579 (Total increase is £4.77 per annum (Per Band D Household).
IT WAS RESOLVED THAT A Precept Request for 2024/25 of £61,579 be sent to Wiltshire Council.
- CM23/366 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Information for the next LHFIG meeting and priorities has been circulated.
- CM23/367 **TO CONSIDER ITEMS OF MAINTENANCE**
- Bollard's by dog walking park in Bradenstoke are missing. **Action:** EM to ask KI if they have been mistakenly taken during lawn mowing.
 - Off Calne Road near number 46 the brambles are overgrown. **Action:** EM to chase up MOD
 - **Action:** EM to source a quote for tree stumps to be ground out on The Green.



- Rubbish Bin has been knocked over; a new post is needed for installation. **Action:** EM to source prices for repair.
- Toilet Block improvements require quotes for the work. Awaiting feedback from Councillors.3ew

CM23/368

TO REVIEW A SUMMARY OF THE MEETING’S KEY POINTS & MESSAGES TO THE PUBLIC

The 2024-2025 Budget and Precept has been agreed. For the Council to meet the operational costs of the Council the precept for the first time since 2020 by £4.77 per annum (Per Band D Household). The budget and information may be found here <https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/full-council-meeting-january-16th-2024/>

All required/reported maintenance activities have been logged and are being worked through.

The Council is seeking interest for additional quotes for a handyman service. If you are interested, please contact the Clerk at parish.clerk@lynehamandbradenstoke-pc.gov.uk for further information.

The Parish Council met for an initial review of issues regarding flooding in Bradenstoke with a flood specialist. The first report has been received and the Parish Council will be working with Wiltshire Council to agree appropriate solutions. If you have further flooding issues to report please contact the clerk at parish.clerk@lynehamandbradenstoke-pc.gov.uk or visit the Parish Councils flooding page where you can report an issue and find information from Wiltshire Council at

<https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/flooding/>

NEXT MEETING

The next Full Parish Council meeting will be held on Tuesday 13th February 2024 at 7pm, at Bradenstoke Village Hall.

Meeting closed 20:34

CM23/369

IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)

Proposed FB. Seconded SG. Agreed.



IT WAS RESOLVED THAT In view of the confidentiality of the following items, that the press and public be excluded from the meeting in accordance with the public bodies (admission to meetings) act 1960, in order to discuss the items in accordance with standing order 3(d)

CM23/370

TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM

EM presented the current set of correspondence from the Solicitors. In summary, the Council's Solicitors and the landowners Solicitors have agreed an outline fee and approach.

The terms of the agreement in outline are:

(i) Subject to the completion of the section 38 application, two areas of land will be transferred to the PC, the smaller of which will be registered as a TVG [*Town or Village Green*]

(ii) The section 38 application will enable the landowner to carry out works on the current commons land and so no land transfer is needed from the PC in respect of this land.

(iii) The landowner will pay all costs of the PC, including any Stamp Duty Land Tax that may be payable in respect of the land transferred to the PC.

(iv) the PC will provide to PINS [*Planning Inspectorate*] at the appropriate time and following request from the landowner and/or PINS (as appropriate) a letter confirming that it is happy with the arrangements for replacement land and has no issues with the section 38 application. This letter will be drafted by Wansboroughs/Acuity (as appropriate) [*Land Owners Representatives*] and approved by Burges Salmon [*Council's Solicitors*] on behalf of the PC (and our reasonable costs of approving the form of the letter shall be paid by the landowner – on the assumption that the letter will be pretty short and limited to confirming the PC have no issues with the application [*Costs are expected to be minimal*])

The undertaking is qualified so that it won't apply:

(a) if the Parish Council decides to withdraw from the transaction (unless where that decision is because the landowner is unwilling to proceed on the agreed terms); or

(b) where the landowner decides to withdraw from the transaction because the Parish Council is unwilling to proceed on the agreed terms.

Fees are expected to be approximately £15,000 and paid by the Landowner subject to the qualified undertaking above.

Proposed FB. Seconded SG. Agreed.



IT WAS RESOLVED THAT The Terms Of The Qualified Agreement Be Accepted

Reference: Burges Salmon Letter 3rd January 2024, 8th January 2024

Action: EM to confirm to the Solicitors that the Parish Council wishes to proceed on this basis.

The Council asked for confirmation that any additional costs will not be accrued without appropriate consent. The Council would like assurance that although the fees are understood, there remains a concern that guarantees are not in place for any additional costs not outlined in the email will be covered by the other party.

The Council would like to know that cost disputes do not fall into an excess expense that is not transparent without appropriate review and agreement and ultimately disrupt unnecessary distractions for engagement.

Action: EM to confirm with Solicitors

Meeting Ended: 20:46



Summary of Public Participation Section

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

Report from Wiltshire Council

Report attached to these minutes.

MOD Lyneham Report

MOD not in attendance

Colonel Paul Jordan will be replacing Colonel Patey from 15.12.23.

PCSO

Apologies for attendance provided, no report this meeting.

Other Public Items Discussed.


The Council received five emails regarding items on the agenda. Each email was read out in the meeting and where appropriate issues regarding the budget were answered and will also be confirmed (upon request be answered in writing). An additional email was received regarding the LHFIG working group to ensure that the Parish Council is appropriately representing the public to Wiltshire Council for each meeting. The

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

Signed *F Ball*

Date 02/19/2024


SIGNATURE CERTIFICATE



REFERENCE NUMBER
41A26DB0-8DFD-41A9-974A-CD32E6841595

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 41A26DB0-8DFD-41A9-974A-CD32E6841595</p> <p>Transaction Type Signature Request</p> <p>Sent At 02/17/2024 18:58 EST</p> <p>Executed At 02/19/2024 07:20 EST</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum c309c569d2c15ed22b3c11d467565a1482dff18e2e3683d05d836e987b8376da</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name LBPC FINAL Mins 16-01-24</p> <p>Filename LBPC_FINAL_Mins_16-01-24.pdf</p> <p>Pages 9 pages</p> <p>Content Type application/pdf</p> <p>File Size 231 KB</p> <p>Original Checksum 0c9ef39b8562439dd55d313978718ed6006c28e566a8a02a013ecca143caa2f3</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Frank Ball</p> <p>Email frank.ball@lynehamandbradenstoke-pc.gov.uk</p> <p>Components 11</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 96ab615168edb0ae19bdc40ee7c7332b90d16ebfe7ec76cf282dd62f35d5e64a</p> <p>IP Address 78.150.240.97</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID BA72A085</p>	<p>Viewed At 02/19/2024 07:17 EST</p> <p>Identity Authenticated At 02/19/2024 07:20 EST</p> <p>Signed At 02/19/2024 07:20 EST</p>

AUDITS

TIMESTAMP	AUDIT
02/17/2024 18:58 EST	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_16-01-24.pdf' on Chrome via Mac from 67.166.29.245.
02/17/2024 18:58 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
02/19/2024 07:17 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 78.150.240.97.
02/19/2024 07:20 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 78.150.240.97.
02/19/2024 07:20 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 78.150.240.97.