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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 18th April 2023 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB] and Rod Gill [RG], Ron Glover [RG2]

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

CHAIR: Frank Ball

APOLOGIES: Shendie Green [SG], David Leuty [DL]

ABSENT:

Meeting Commenced: 19:20

CM23/001 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Shendie Green [SG], David Leuty [DL]

CM23/002 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM23/003 **MINUTES OF THE PREVIOUS MEETING, 14TH MARCH 2023**
Proposed SB. Seconded RG. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 14th March 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/004 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Reviewed. 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. The Council is awaiting a quote on the tree damaged at the dog walking field in Bradenstoke. 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.

CM23/005 **CHAIR'S ANNOUNCEMENTS**
The SID has been delivered. Installation now needs to be organised.

CM23/006 **PLANNING**

CM23/007 **To Receive the Planning Report**
Report Received.

CM23/008 **To consider the following planning requests**

[PL/2023/00507](#) **Proposal**

Retrospective resurfacing of existing farm track and access.

Site Address

Lilybrook House, Bowds Lane, Lyneham, Chippenham, SN15 4DS

Application Type

Full Planning Application

Outcome

No Comments

[PL/2023/02126](#) **Proposal**

Variation of condition 1 (approved plans) on PL/2021/09781 relating to reduced size and change in materials of garage/workshop.

Site Address

6 The Banks, Lyneham, Chippenham, SN15 4NT

Application Type

Removal/variation of conditions

Outcome

No objections, more in keeping with property

CM23/009 **TO RECEIVE AND COMMENT ON THE PROPOSED UPGRADE OF THE EXISTING BASE STATION SITE AT FREEGROVE FARM, HILMARTON, LYNEHAM**
No comments, no objections

- CM23/010 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
The 2022-2023 finances were formally closed on the 12th April 2023. The initial review for internal audit has been completed and EM is working with the auditor to prepare for the external audit. Policy review will be started at the May meeting. EM contacted Allison Bucknell regarding the bus shelters in Lyneham and Bradenstoke to review the possible transfer of bus shelter ownership to the local Council. Information will be provided to Council once completed. EM is looking for a contractor to support the Council in putting the speed indicator device up on Calne Road.
- CM23/011 **GRANTS**
- CM23/012 **TO CONSIDER AND APPROVE A GRANT TO ARMY WELFARE SERVICES OF £100 FOR THE "LET'S GET GARDENING PROJECT" BEING OPENED TO THE MILITARY AND CIVILIAN FAMILIES THAT ARE NEW TO GARDENING TO DEVELOP THE GARDEN AT THE 5BN HOUSE**
Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Grant For £100 To Army Welfare Services Of £100 For The "Let's Get Gardening Project" Being Opened To The Military And Civilian Families That Are New To Gardening To Develop The Garden At The 5BN House
- CM23/013 **TO CONSIDER AND APPROVE A GRANT DONATION TO YOUTH ACTION MINIBUS APPEAL (AS A THANK YOU TO MEMBERS OF THE PUBLIC FOR TIME AND WORK SPENT ON THE NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW) OF £100**
Proposed FB. Seconded RG. Agreed.
IT WAS RESOLVED THAT The Grant Donation For £100 To Youth Action Minibus Appeal (As A Thank You To Members Of The Public For Time And Work Spent On The Neighbourhood Development Plan Review)
- CM23/014 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/015 **Open Spaces & Play Areas Working Group**
The play areas have been inspected and there is graffiti at the Pound Close play area. RG will be cleaning the equipment and will remove the graffiti.
EM was asked to investigate the legal position regarding the usage of The Green. EM to bring information back to next meeting.



- CM23/016 **Allotment Working Group**
Allotments are doing well. The pathway requires additional management. There has been a theft of tools on the allotment site. EM has advised the allotment holder to make a police report and will be sending a letter and email to all the allotment holders to ensure that they are advised to keep tools and personal belongings secured. Two parishioners have contacted the Parish Council regarding Chickens on the allotment site. The Council will formally respond following the April meeting to both parties in writing. EM was asked to investigate further.
- CM23/017 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
The next meeting is Friday 12th May 2023.
- CM23/018 **Royal Wootton Bassett & Cricklade Area Board Update**
The next meeting is on the 22nd June 2023, 6:00 pm at Lyneham Primary School.
- CM23/019 **War Memorial Working Group Update**
FB to visit the memorial and circulate the outcome of the repairs.
- CM23/020 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
There is one item for consideration with the LHFIG committee. Allison Bucknell has advised the Council in her written update that this work is being moved take place in April due to contractor changes in Wiltshire.
The next LHFIG meeting is due to be held 26th April 2023, 6pm, Cricklade Town Council (TBC)
- CM23/021 **Public Relations and Communications Working Group**
No updates.
- CM23/022 **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. Any issues may continue to be reported on the Mywiltspapp
<https://www.wiltshire.gov.uk/mywiltsp-online-reporting>
- CM23/023 **TO RECEIVE AND UPDATE ON CLACK HILL / B4069**
A webinar is arranged for Monday April 24th at 6:00 for the public to attend.

CM23/024 **FINANCE MATTERS**

CM23/025 **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.

CM23/026 **To Receive For Information, Disbursements Made Since The Last Meeting**

Received.

Disbursements are attached to and form part of these minutes.

CM23/027 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed SB. Seconded RG. Agreed.

IT WAS RESOLVED THAT the Forthcoming Payments be Approved.

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

CM23/028 **To Receive The Bank Reconciliations As Presented**

Received.

CM23/029 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Lyneham Banks Webinar

Domestic Abuse

Dorset and Wiltshire Area Board Report

Road Safety report from the Area Board

Police Community Report

Have all been circulated and are all posted on the website.

CM23/030 **TO CONSIDER ITEMS OF MAINTENANCE**

Drainage in Lyneham is Potholes have been reported on Clack Hill that. This will be reported to the Parish Steward. Any maintenance issues may be reported to <https://www.wiltshire.gov.uk/mywilts-online-reporting>

Footpath issues on Pound Close. FB to forward details to the Clerk.

Light opposite the Village Hall is half-height and should be raised. EM to contact WC.

Door to the Toilets needs painting. RG to carry out the work.

CM23/031 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**

- The Parish Council has offered two grants. One for £995 to the Church Hall to aid in holding a Coronation celebration and one for £250 to Alzheimer's Support (Lyneham Art Project) for 2023.



- Lyneham and Bradenstoke has been invited to join Tockenham Parish Council on 22nd April 2023 to help plant 105 tree saplings at Grid Ref 782054.
- There will be a webinar held on 24th April to update the public on the B4069 Lyneham Banks.

CM23/032 **NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 9th May 2023 at 7pm, at Bradenstoke Village Hall.

This meeting will be superseded by the Village meeting held on Tuesday 9th May 2023 at 6pm, at Bradenstoke Village Hall.

Meeting Closed: 20:22

CM23/033 **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 SB. Seconded RG. Passed.

IT WAS RESOLVED to exclude the press and public to enable HR and Staffing Matters to be completed as Council Business

Meeting Closed: 20:42

In Camera Meeting Opened: 20:45

CM23/034 **TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

Ideas from Councillors will be collated and sent to the Solicitor and a meeting set up to discuss them.

In Camera Meeting Closed: 20:54

Summary of Public Participation Section

Public Participation Started 19:00 – Ended 19:20

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

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Update attached to these minutes.

MOD Lyneham Report

1. Ditches: Contractor to help dig out and improve. MOD takes the ditches clearance very seriously.
2. Lighting will be used round the camp to ensure safety, switched over to low energy. Any issues with light pollution please let the camp know.
3. MOD is aware of anti-social behaviour around Slessor Road and is trying to ensure it does not involve MOD personnel.
4. Some events coming up. Any noise concerns please contact the camp. Noise management plan in place.

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 05/22/2023



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
	06-Apr-23	Lyneham Village Hall		Fire Door Payment	£ 1,800.00	
	13-Apr-23	Lyneham Village Hall		Fire Door Payment - PAID IN ERROR, to be refunded	£ 1,800.00	
	12-Apr-23	NALC		Refund of 2010394	£ 38.93	
Unbanked Receipts						
Expected Receipts						
Precept23-1		Wiltshire Council	2023/24	Precept	£ 26,871.50	N/A
Payments Made Since Last Meeting						
2010361	17-Mar-23	B/P to: Charlton Baker	Inv 59652	Payroll	£ 16.00	Y
2010362	17-Mar-23	B/P to: Charlton Baker	Inv 60683	Payroll	£ 16.00	Y
2010363	17-Mar-23	B/P to: Elizabeth Martin	March	Microsoft Expenses	£ 64.31	N
2010364	17-Mar-23	B/P to: Lyneham Village Hall	Inv 38	Hall Hire	£ 36.00	N
2010368	17-Mar-23	B/P to: S J Aplin Playgrounds Ltd	4216 Repairs	Playground Repairs	£ 965.60	Y
2010369	17-Mar-23	B/P to: S J Aplin Playgrounds Ltd	4217 Repairs	Playground Repairs	£ 162.00	Y
2010370	17-Mar-23	B/P to: Eon Electricity	SO-UK03116	SID	£ 2,700.00	Y
2010371	17-Mar-23	B/P to: Alzheimers Support		Grant CM/22/98	£ 250.00	N
2010372	17-Mar-23	B/P to: Bradenstoke Village Hall	Inv 20178	Hall Hire	£ 72.00	N
2010373	21-Mar-23	B/P to: Lyneham Church Hall		Grant CM/22/99	£ 995.00	N
2010374	21-Mar-23	B/P to: Eon Electricity		Mar Electric	£ 64.64	P
2010366	28-Mar-23	B/P to: RKM Construction		Toilet Cleaning March	£ 456.00	N
2010367	28-Mar-23	B/P to: Eon Electricity		Feb Electric	£ 64.64	P
2010375	28-Mar-23	B/P to: RKM Construction		March Toilets	£ 456.00	N
2010376	30-Mar-23	B/P to: SLCC Enterprises		SLCC Membership	£ 75.48	N
2010377	30-Mar-23	B/P to: NALC	4966983209	NALC Training	£ 77.27	Y
2010378	30-Mar-23	B/P to: NALC	4953910279	NALC Training	£ 38.93	Y
2010379	30-Mar-23	B/P to: NALC	3492127889	NALC Training	£ 38.93	Y
2010380	30-Mar-23	B/P to: NALC	3617726259	NALC Training	£ 38.93	Y
2010381	30-Mar-23	B/P to: NALC	3514926549	NALC Training	£ 38.93	Y
2010382	30-Mar-23	B/P to: NALC	4954067749	NALC Training	£ 38.93	Y
2010383	30-Mar-23	B/P to: NALC	4965721469	NALC Training	£ 38.93	Y
2010384	30-Mar-23	B/P to: Elizabeth Martin		Virtual Landline	£ 26.85	Y
2010385	30-Mar-23	B/P to: Elizabeth Martin		Bollards	£ 155.94	Y
2010386	30-Mar-23	B/P to: Elizabeth Martin		Mileage Expenses	£ 131.22	N
2010387	30-Mar-23	B/P to: PKF Littlejohn		Audit Costs 2021-2022	£ 408.00	Y
2010388	30-Mar-23	B/P to: S J Aplin Playgrounds Ltd		Correct Underpayment for Invoice 2010368	£ 10.00	Y
2010389	30-Mar-23	B/P to: Tockenham Parish Council		Tree Stake Contribution	£ 117.00	N
2010390	30-Mar-23	B/P to: HMRC		Q4Paye		N
2010391	30-Mar-23	B/P to: Elizabeth Martin		March Salary		N
SERV CHARG	30-Mar-23	B/P to: Unity Trust Bank		Service Charge	£ 23.85	N
2010392	30-Mar-23	B/P to: RKM Construction		Toilets April	£ 456.00	N
2010393	30-Mar-23	B/P to: Elizabeth Martin		Land Registry Fees	£ 6.00	N
2010394	30-Mar-23	B/P to: NALC		Incorrect Payment to be refund (now refunded)	£ 38.93	N
Payments Made Since Last Meeting - New Financial Year						
2010395	09-Apr-23	B/P to: Elizabeth Martin	April	Pension		N
2010396	04-Apr-23	B/P to: Barrett Windows		Village Hall Fire Doors (50% PC, 50% VH)	£ 4,800.00	Y (50%)
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	Payroll	£ 16.00	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		Hall Hire - April Meeting	£ 36.00	N
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
2010404		B/P to: Eon	April	Electric	Approx £50	P
2010405		B/P to: Elizabeth Martin	April	Microsoft Expenses	£ 64.31	Y
Internal Banking Transfers - To Savings						
	17-Mar-23	Transfer From Special Project Earmark		SID (From Earmark)	£ 2,650.73	

* Amounts include VAT



Update for Lyneham and Bradenstoke Parish Council April 2023

Wiltshire Council

Area Boards Meeting

The next Area Board meeting will be [Thursday 22 June 2023 6.00 pm](#) at Lyneham Primary School

Local Highway and Footway Improvement Group (LHFIG).

Next meeting April 26th 1800 – probably Face to Face at Cricklade Town Council.

The Parish Council has one priority request for dropped kerbs in Bradenstoke. The latest update is that unfortunately this will have to wait until after April for scheduling as Wiltshire Council is taking on a new contractor who will be responsible for implementing these projects.

Community Safety Forum

Next virtual meeting will be Friday May 12th 2023. Notes from the meeting on April 14th have been sent to the PC reps.

Cost of Living

Wiltshire Council has a number of measures in place to assist residents where possible with the Cost of Living issues.

The Council has updated its web site with latest information

<https://www.wiltshire.gov.uk/article/6665/Council-tax-benefits-and-financial-support>

The Wellbeing Hub is still available for those who need support, and the council is coordinating details of foodbanks and warm spaces.

The Energy Grant scheme for Park Home owners opened for applications at the end of February.

<https://www.gov.uk/get-help-energy-bills/offgrid-park-mobile-care-home>

Local

Lyneham Banks

A presentation was given to the RWB&C Area Board meeting on March 14th, unfortunately this clashed with the Parish Council meeting. The slides from the meeting have been made publicly available.

A webinar has been arranged for Monday April 24th at 1800 This has been sent to the parishes to advertise locally. A number of negative comments have been made about this not being face to face. The closure of the B4069 affects a wide range of people in different ways, not just people living in Lyneham and Bradenstoke. A webinar was chosen as it can reach a much wider audience.



Repairs to verge overrun on Clack Hill will be programmed to take place after April. The works will require a road closure so will be scheduled for school holiday time. The recent rain has made the road conditions worse – this has been reported to officers and I am awaiting a response.

Please use the email address lynehambanks@wiltshire.gov.uk for all correspondence..

Planning / Development

Revised plans have been submitted for Green Farm.

I have also been approached by a developer to have an initial discussion about the development for land to the rear of Webbs Court. Date to be confirmed.

Speed Indicator Devices

A new post has been installed on Calne Road ready for the SID installation there.

Anti Social Behaviour – Slessor Park

Concerns have been raised about the level of ASB at Slessor Park. Options are being considered as to how to tackle this and may require some Parish Council input in the near future.

Bradenstoke Solar Farm Community Benefit Fund

Details of all grants and the application process can be found on the website
<https://www.bradenstokesolarfund.org/>


SIGNATURE CERTIFICATE



REFERENCE NUMBER
55930009-BBEB-47C4-ABEF-9A87F51507A2

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 55930009-BBEB-47C4-ABEF-9A87F51507A2	Document Name Lbpc Final Mins 18-04-23
Transaction Type Signature Request	Filename lbpc_final_mins_18-04-23.pdf
Sent At 05/09/2023 17:00 EDT	Pages 10 pages
Executed At 05/22/2023 15:40 EDT	Content Type application/pdf
Identity Method email	File Size 575 KB
Distribution Method email	Original Checksum fbb78ad1a8d9432e4f162ff7f6d68a4c6e596dd018fdb66abdbc312432419dfe
Signed Checksum 6a27bd52765205477d6971e5bcb31e4cd70461edfdfe9313caa22a9631208b30	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 05/22/2023 15:38 EDT
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum ae866205928ca7deeca91888d1a59d82b2710562dbe94e8a9cdf5fbb9b72b838	Identity Authenticated At 05/22/2023 15:40 EDT
Components 9	IP Address 79.69.9.3	Signed At 05/22/2023 15:40 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID B869524C	

AUDITS

TIMESTAMP	AUDIT
05/09/2023 17:00 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'lbpc_final_mins_18-04-23.pdf' on Chrome via Mac from 217.32.112.53.
05/09/2023 17:00 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
05/22/2023 12:55 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a reminder.
05/22/2023 15:38 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 79.69.9.3.
05/22/2023 15:38 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 79.69.9.3.
05/22/2023 15:40 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 79.69.9.3.
05/22/2023 15:40 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 79.69.9.3.

