



Clerk to Council: Elizabeth Martin

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>
Email: Parish.clerk@lynehamandbradenstoke-pc.gov.uk
Telephone: 01249 561020
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House
72 The Green
Poulshot
SN10 1RT

PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 14th March 2023 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB] and Rod Gill [RG], Shendie Green [SG], Ron Glover [RG2] from CM22/389

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

CHAIR: Frank Ball

APOLOGIES: None

ABSENT: David Leuty [DL]

Meeting Commenced: 19:08

CM22/384 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None. Cllr Leuty absent.

CM22/385 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM22/386 **MINUTES OF THE PREVIOUS MEETING, 14TH FEBRUARY 2023**
Proposed SB. Seconded RG. Agreed.

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

CM22/387 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Reviewed. Aplin's completed the work required on the play parks as outlined in the 2022 RoSPA Report. The tree in Bradenstoke has been reported to the arborist and quoted for. A date for felling will be provided in due course. The hedge row and ditch work in the allotments has been completed. The Clerk is still looking for a third arborist to review the tree plans and provide a quote for the trees that have TPO's.



CM22/388 **CHAIR’S ANNOUNCEMENTS**
 A small group of Parishioners are looking at the Neighbourhood Development Plan (NDP) and reviewing to ascertain if the NDP requires any amendments. The NDP must be formally reviewed by October 2023 and due to the shortage of Council members community members are helping to bring information to the Planning Committee and the Full Parish Council. There was a coffee morning held in the Bradenstoke Village Hall opened to the public on the 11th of March where the group displayed information concerning the NDP and invited the views of the residents. An additional coffee morning will be held in Lyneham on the March 23rd at Cotswold House from 10-12 for another review of the information regarding the Neighbourhood Plan. All are welcomed.

CM22/389 **TO CONSIDER AND AGREE TO CO-OPT MR RON GLOVER AS A PARISH COUNCILLOR FOR LYNEHAM AND BRADENSTOKE**
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT Mr Ron Glover Be Co-Opted To The Parish Council.
 Cllr Glover Signed The Acceptance Of Office and assumed his seat.

CM22/390 **PLANNING**

CM22/391 **To Receive the Planning Report**
 Report Received.

CM22/392 **To consider the following planning requests**

PL/2023/01060 **Proposal**
 Revision of one-way access route, to create new vehicular access.

Site Address
 Thickthorn Farm, Preston, Nr Lyneham, Chippenham,
 CN15 4 DY

Application Type
 Full Planning Application

Outcome
 Support No Comments

PL/2023/01195 **Proposal**
 Variation of condition 2 of PL/2021/0325 – to allow for garages with home office above for plots 1 and 2, and internal and external alterations to plots 3 and 4.



Site Address

Land At Rear Of 130 Holloway Road, Rosehill Close,
Bradenstoke, SN15 4LB

Application Type

Removal/variation of conditions

Outcome

Some Councillors did not feel the look of the proposed changes is in keeping with the area visually. The elevation is too high and creates a terraced looking home. It is believed these are fundamental changes to the original plan that the Council was not in support of originally and is considered to go from an open aspect development to an overlooking development. The Council passed this with reservations.

[PL/2023/01494](#) **Proposal**

2 Story Side Extension

Site Address

4 Harrow Grove Lyneham, Chippenham, SN15 4 AB

Application Type

House Holder Planning Permission

Outcome

No Comments



CM22/393

TO RECEIVE AN UPDATE ON GREEN FARM

The Chairman and the Clerk attended a Teams meeting with the Developers of Green Farm. There is a plan to have a MUGA (Multi Use Games Area) built in a portion of the proposed housing site. The developers will undertake the building of this recreational use area and it is planned to be placed and maintained under a management company. There will also be a LEAP (Local Equipment Area for Play) installation on the site. The landscaping and pond area (approx. 100m) will be erected by the developer, maintained, and again managed by a management company. There is no direct vehicle access to the play areas, but the developers have said that all legal considerations have been looked at and adhered to. The D2 area (area to be used for assembly and leisure) and this area will be used to implement a nursery. It is understood that the developer conducted an independent canvas finding support/need for a nursery in Lyneham. The future occupier of the D2 area would need to purchase the land and building. There is currently no footpath at the SE area of the development onto the Calne Road. There is a track by the White Heart, but it owned by the White Heart and would require agreement between the developer and the owner of The White Heart. The Council is interested in having a footpath in this area but there is an additional issue of existing Village Green land that would need to be agreed through the appropriate legal processes. Gladman's have agreed to take the information back to their legal team and see if a solution could be found.

CM22/394

TO RECIEVVE AN UPDATE ON POUND FARM

This site has D2 land available. The developers at this present moment do not have anyone interested in purchasing or developing this area. The land is adjacent to Pound Close playpark, and it is being suggested that the Parish Council takes this on as an extension of the playpark. Several options of using it as an adult trim track area of about 30mx50m. Initial costings have been looked at but the Council needs to decide if this is a way forward and begin negotiations with the developers. Most of the Council is happy in principle with looking at options for this area.

CM22/395

TO CONSIDER AND AGREE THE LETTER OF ENGAGEMENT WITH BURGESS SALMON AND THE QUOTE OF UP TO £4000 TO REPRESENT THE COUNCIL WITH THE COMMON LAND AT VILLAGE COMMON – LYNEHAM – WT245282 (THE “COMMON”) AND TO MAKE APPLICATIONS FOR WT130790 – LAND AT BRADENSTOKE, WT245282 – LAND AT LYNEHAM, CHIPPENHAM WITH THE LAND REGISTRY

Proposed FB. Seconded RG. Agreed.



IT WAS RESOLVED THAT The Letter Of Engagement With Burgess And Salmon Be Accepted Up To The Quote Of £4000 And To Make Applications For WT130790 and WT245282 With The Land Registry

CM22/396

TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT

The 2022-2023 finances are scheduled for formal closure on the 12th April 2023.

The Parish Council is now entering the time for audit preparation. EM will begin to collate all documents and governance for the Internal Auditor. The auditor to time has been set and to begin review on the 1st of April.

The Parish Council has now been notified that the External Audit for 2021/2022 has now been finalised by PKF Littlejohn. The information will be placed on the website.

The Council will be undertaking a review, where required, of all its policies over the coming months to ensure that they are current. This will be spread over the months starting in May 2023.

Wiltshire Council has formally agreed a new National Code of Conduct, and this will also be brought to Council for adoption as Wiltshire Council has made requests to all the Wiltshire Town and Parish Councils to consider this version for adoption as a matter of cohesive working across the County and good practice.

CM22/397

GRANTS

CM22/398

TO CONSIDER AND APPROVE A GRANT APPLICATION FROM LYNEHAM CHURCH HALL OF £995 FOR A CORONATION COMMUNITY EVENT BARN DANCE AND MEAL

Proposed FB. Seconded RG. Agreed.

IT WAS RESOLVED THAT The Grant For £995 For A Coronation Community Event Barn Dance And Meal At The Lyneham Church Hall Be Approved As Presented

CM22/399

TO CONSIDER AND APPROVE A GRANT APPLICATION FROM ALZHEIMER’S SUPPORT (LYNEHAM ART PROJECT) OF £250 FOR CONTINUED COSTS IN 2023

Proposed FB. Seconded RG. Agreed.

IT WAS RESOLVED THAT The Grant For £250 To Alzheimer’s Support (Lyneham Art Project) Be Approved As Presented



- CM22/400 **SPEED INDICATOR DEVICES FOR THE PARISH**
 The Council received an overview from the 14 February 2023 meeting (CM/22/348). It was agreed again that once the concerns of the installation poles for the two additional SIDS at Church Farm A3102 and Chippenham Road B4069 are addressed and approved with Wiltshire Council that the Parish Council agrees with the placement of the SID devices in the future.
- CM22/401 **TOCKENHAM TREE PLANTING EVENT UPDATE**
- CM22/402 **TO CONSIDER AND AGREE TO THE CONTRIBUTION OF £117 FOR THE PURCHASE OF TUBE PROTECTORS FOR THE SAPLING TREES AT THE TOCKENHAM TREE PLANTING EVENT (TOTAL COST £350 TO BE SHARED BETWEEN THE LANDOWNER, LYNEHAM AND BRADENSTOKE, AND TOCKENHAM PARISH COUNCILS.**
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Parish Council Will Make A Contribution Of £117 For The Purchase Of Tube Protectors For The Sapling Trees At The Tockenahm Tree Planting Event As Proposed
- CM22/403 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM22/404 **Open Spaces & Play Areas Working Group**
 Aplin's have completed the work on the play areas in accordance with the RoSPA reports from September 2022.
 The access to the dog walking field is being parked on. The recommendation of 6 flexible bollards to see if this helps with this issue has been suggested. EM to purchase.
- CM22/405 **Allotment Working Group**
 Allotments are doing well. The pathway requires additional management. All but two allotments have been let out. There are 3 people on the waiting list. The Council still needs to address the Mares Tail and the allotment markers need to in place and visual on all allotment sites.
- CM22/406 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
 No update.
- CM22/407 **Royal Wootton Bassett & Cricklade Area Board Update**
 This meeting sat on the 14thMarch 2023. Updates to be provided in the April meeting.



- CM22/408 **War Memorial Working Group Update**
 The repair to the pointing on the war memorial in Bradenstoke has been completed.
- CM22/409 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
 EM attended this meeting. The budget for 2021-22 is underspent. The Parish Council is encouraged to ensure a member of the Council attends this meeting, working to ensure local initiatives are carried forward.
- CM22/410 **Public Relations and Communications Working Group**
 No updates.
- CM22/411 **Parish Steward**
 The Parish Steward has been working on potholes in the area as an initiative of Wiltshire Council. All Stewards have been pulled away from regular duties to fulfil this initiative across Wiltshire.
- CM22/412 **TO RECEIVE AN UPDATE AND DISCUSS NEXT STEPS FOR HOLLOWAY FOOTPATH**
 The Council discussed the ownership of the land parcels that meet Holloway. Action points before the next meeting is to identify the owner of the parcel of land next to WT416387.
- CM22/413 **TO RECEIVE AND UPDATE ON CLACK HILL / B4069**
 There will be a webinar in April for the public to attend. The design work has been done by Atkins Engineering Design. Bristol Engineers is looking to do a study on this area. Complaints are still being received on the speed of cars and HGV's coming through the Bradenstoke area, a number of near misses with members of the village and traffic with the area at the entrance to Rose Hill being identified as a problem area.
- CM22/414 **FINANCE MATTERS**
- CM22/415 **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.
- CM22/416 **To Receive For Information, Disbursements Made Since The Last Meeting**
 Received.
 Disbursements are attached to and form part of these minutes.
- CM22/417 **To Consider And Approve The Schedule Of Forthcoming Payments**
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT the Forthcoming Payments be Approved.



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

- CM22/418 **To Receive The Bank Reconciliations As Presented**
Received.
- CM22/419 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Police Budget/Precept to be circulated to Councillors.
- CM22/420 **TO CONSIDER ITEMS OF MAINTENANCE**
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>
- CM22/421 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**
- Councillor Ron Glover has re-joined the Parish Council.
 - 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 approved a letter of engagement with Burgess Salmon for legal services in relation to planning.
 - The Council continue to look at options for Holloway.
 - 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.
- CM22/422 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 11th April 2023 at 7pm, at Lyneham Village Hall.

Meeting Closed: 20:42



Summary of Public Participation Section

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 from Major Vernon Gadsby

1. There will be a drift car event on 22nd. This is being supported by the local police.
2. MOD Lyneham Main entrance will be closed Saturday 25 March 2023, from 1800 hrs for water system repairs.
3. We are awaiting on a the 'Ditch' update from DIO.
4. Tree removal is still in progress. Proposed replanting to take place in the future.

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 _____ Date _____



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Unbanked Receipts						
Allot 3		Allotment Plot Tenant	2021/22	Plot 3	£ 18.00	N/A
Allot40		Allotment Plot Tenant	2021/22	Plot 40	£ 18.00	N/A
Expected Receipts						
Allot10		Allotment Plot Tenant	2022/23	Plot 10	£ 13.50	N/A
Allot39		Allotment Plot Tenant	2021/22	Plot 39	£ 18.00	N/A
Payments Made Since Last Meeting						
2010356	28-Feb-23	B/P to: RKM Construction	February	Toilet Cleaning	£ 456.00	N
2010365	09-Mar-23	B/P to: Elizabeth Martin	February	Pension		N
2010357	28-Feb-23	B/P to: Elizabeth Martin	February	Salary		N
2010355	28-Feb-23	B/P to: Eon	January	Electric	£ 58.38	P
2010359	28-Feb-23	B/P to: Elizabeth Martin	January	Microsoft Expenses	£ 64.31	Y
2010360	28-Feb-23	B/P to: Elizabeth Martin	February	Microsoft Expenses	£ 64.31	Y
2010351	09-Feb-23	B/P to: Elizabeth Martin	January	Pension		N
2010353	28-Feb-23	B/P to: Elizabeth Martin	January	Salary		N
2010340	28-Feb-23	B/P to: Eon	December/January	Electric	£ 132.41	P
2010341	10-Feb-23	B/P to: Elizabeth Martin	December	Salary		N
2010352	10-Feb-23	B/P to: HMRC	Q3 PAYE			N
2010353	10-Feb-23	B/P to: Elizabeth Martin	January	Salary		N
Forthcoming Approved Payments (not included on Reconciliation)						
2010361		B/P to: Charlton Baker	January 59652	Payroll	£ 16.00	Y
2010362		B/P to: Charlton Baker	February 60683	Payroll	£ 16.00	Y
		B/P to: Charlton Baker	March	Payroll	£ 16.00	Y
2010366		B/P to: RKM Construction	March	Toilet Cleaning	£ 456.00	N
		B/P to: Elizabeth Martin	April	Pension		N
		B/P to: Elizabeth Martin	March	Salary		N
2010364		B/P to: Lyneham Village Hall		Hall Hire	£ 36.00	N
		B/P to: Eon	February	Electric	Approx £30	P
2010363		B/P to: Elizabeth Martin	March	Microsoft Expenses	£ 64.31	Y
		B/P to: Elizabeth Martin	April	Microsoft Expenses	£ 64.31	Y
		B/P to: Elan City Radar	SAJ-UK/2023/01021	SID	£ 2,700.00	Y
		B/P to: SJ Aplin	4216	Bradenstoke Playground upgrades	£ 965.60	Y
		B/P to: SJ Aplin	4217	Lynham Playground upgrades	£ 162.00	Y
		B/P to: Elizabeth Martin	Jan/Feb Overtime	11hrs @ £18.05ph	£ 198.55	N
Internal Banking Transfers - To Savings						

* Amounts include VAT

Note: Allotment Receipts 39,40 and 3 cannot be traced or verified. Council Action: Motion to dismiss and write-off payments (£54)

**Councillor
Allison Bucknell
Lyneham**



Update for Lyneham and Bradenstoke Parish Council March 2023

Wiltshire Council

Area Boards Meeting

There is an Area Board meeting on TUESDAY 14th March 2023 in Clyffe Pypard and Bushton Village Hall starting with networking at 1800, meeting proper starts at 1830.

Unfortunately this clashes with the Parish Council 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 venue tbc.

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 April 13th 2023

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

Work continues with developing options for replacing the damaged road. Wiltshire Council is looking to put on a Webinar towards the end of April to explain how the process works and the timescales involved. This will be widely publicised with the opportunity for questions to be sent in ahead of the Webinar. There will also be an update at the Area Board meeting on March 14th.

Proposals to make part of Bowds Lane and Trow Lane one-way were rejected by the majority of local residents.

**Councillor
Allison Bucknell
Lyneham**



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.

Additional signage has been requested following recent damage to property in Bradenstoke by HGVs that should not have taken the route in the first place.

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

Planning / Development

I, along with the Chair and the Clerk, have met with representatives from the developers of Green Farm and Pound Farm sites to better understand how these developments will impact on the village, and whether there are any implications for the Parish Council. The meetings were productive and informative. There has been market interest for the proposed new nursery on the Green Farm site. The use of the D2 land on Pound Farm was also discussed and will be a matter for the Parish Council to decide.

Speed Indicator Devices

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

Bradenstoke Solar Farm Community Benefit Fund

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