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## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council  
held remotely using Microsoft Teams on Tuesday 16<sup>th</sup> March 2021  
commencing at 7:30pm.

**MEMBERS PRESENT:** Councillors Frank Ball [FB], Antony Jones [AJ], Shendie Green [SG], Mike Robertson [MR], Daniel Beare [DB] and Ron Glover [RG2]

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

**CHAIR:** Frank Ball

**APOLOGIES:** Rod Gill [RG1]

Meeting Opened 19:38

**CM20/295 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Rod Gill

FB stated that Liam Broughton had resigned from the Council due to work commitments. FB thanked Liam for his help on a wide range of contributions to the Council

**CM20/296 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None Received.

**CM20/297 MINUTES OF THE PREVIOUS MEETINGS FOR 9<sup>TH</sup> FEBRUARY 2021**

Proposed FB Seconded SG Passed

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 9<sup>th</sup> February 2021 are a true reflection of the decisions made.**

Minutes will be signed by the Chairman at the first physical meeting of the Parish Council

**CM20/298 CHAIRMAN'S ANNOUNCEMENTS**

FB stated that he wished to apologise for an issue with the November minutes, discussed at the December meeting. A member of the public's name had been misspelled and the minutes also reflected that a series of questions had come from former Councillors. A request had been received from a member of the public for the spelling correction and for the labelling of "Former Councillor" to be removed prior to the approval of the Minutes. This has not been raised in the December meeting.

The misspelling was corrected in the approved versions of the minutes. FB apologised for referring to the three individuals who wrote in their questions as "Former Councillors".

**CM20/299 TO CONSIDER AN APPLICATION FOR ONE CASUAL VACANCY ON THE COUNCIL AND TO CO-OPT ACCORDINGLY**

The prospective candidate, Mr Warren Delicate, had been unable to join the meeting due to technical difficulties. Proposal to defer this agenda item to allow Mr Delicate to join.

RG2 was unable to unmute his connection to formally vote on the motion.

Proposed FB. Seconded MR. Passed.

**IT WAS RESOLVED THAT the motion be deferred to later in the meeting should the technical issues be resolved, and the candidate join the meeting**

**CM20/300 PLANNING COMMITTEE**

**CM20/301 To Receive the Monthly Planning Report**

Report Received. The Planning Committee report is attached to and forms part of these Minutes.

The planning committee met on the 3<sup>rd</sup> of March to discuss the items below:

**CM20/302 To Consider and Agree the following application: [21/00872/FUL](#) 54 Bradenstoke, Bradenstoke SN15 4ES**

This was supported by the planning committee.

**Response:** No objections, Supported.

EM updated Council that an extension to the comment deadline had been secured.

**CM20/303 To Consider and Agree a Response to the following appeal: 19/03199/OUT or APP/Y3940/W/20/3253204 – Green Farm.**

The planning committee had agreed a written response for the appeal. FB read out the response. The response is available in the supporting documents section of this meeting on the website.

**Response:** No further additions added by Full Council. Final Response to Reject the Appeal to be submitted by the Parish Council

**CM20/304 To receive information on the Wiltshire Local Plan**

Comments were due by 9<sup>th</sup> March. All Councillors were polled for their response, these collated and then submitted before the deadline.

FB briefly ran through the response submitted. The full response will be placed on the website.

**CM20/305 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

**CM20/306 Flower Beds Working Group**

SG gave a report which is available in the supporting documents section of this meeting on the website.

The current expected expense is £396. The Council has previously agreed a budget for the FBWG activities for the current financial year and this expected expense is within the agreed budget.

**CM20/307 Allotment Working Group**

RG2 gave an update.

Most of the water has drained off and the ditch level has gone down. Part of the ditch will be moved 8-10ft to the left, back to its original position.

The allotment holders are keen to form a committee of their own.

FB stated that there has been flooding in the playpark which is being looked into with Wiltshire Council.

**CM20/308 Open Spaces Working Group**

No report

**CM20/309 Neighbourhood Development Plan Update**

Plan has completed its consultation period and Wiltshire Council will now collate the responses and report on the findings. An independent examiner has been appointed to review the plan. The plan is hoped to be voted on in late May 2021.

**CM20/310 Area Board Police Liaison Update (Royal Wootton Bassett)**

There have been two meetings since the last Parish Council meeting.

There are issues across the Country with "Country Lines". There doesn't appear to be a major impact in the RWB area.

Speeding is also an issue.

There have also been incidents of potential dog theft and the Police are keeping a close eye on this.

There was also a presentation available on Cyber Crime which will be posted to the Parish Council website.

**CM20/311 SID Working Group Update**

MR is the Chair of the Working Group.

Objectives are to consider proposals for a Speed Indicator Device for Lyneham and report back to the Council.

The Working Group are looking for a further volunteer from the Public to join them.

**CM20/312 War Memorial Working Group Update**

The reports from the Working Group are available in the Supporting Documents for this meeting on the website.

The expected cleaning costs of the monument are £350.

The previous work in 2009 cost around £2700.

Agenda Item 10 will discuss setting aside £5000 as a budget earmark for the Memorial.

MR asked that the Working Group look at two options, short term repair and a more comprehensive repair.

- CM20/313 **Giga Clear Update**  
Company has asked to come to a meeting to present their fibre optic options. They have asked for a 30-minute presentation slot. The Council felt that 5 mins would more appropriate and would like to understand their objectives before inviting them to speak.
- CM20/314 **TO CONSIDER AND AGREE AN UPDATE TO ROLES AND RESPONSIBILITIES FOR THE COUNCIL**  
SG will join the defibrillator working group
- CM20/315 **TO CONSIDER AND AGREE NON-MEMBER VOLUNTEERS FOR THE FOLLOWING WORKING GROUPS**  
EM explained that the Council's Insurers have confirmed that non-member volunteers are covered by the Insurance and that the Council is in a position to proceed to agree non-member volunteers for the two Working Groups as an exception to the Working Group Policy to resolve the immediate need for assistance.  
  
FB proposed that the item should be deferred to the next meeting once the Working Group Policy has been considered for update and the Council's Insurers have re-confirmed. FB will cover all checks done by former-Councillor Broughton in the interim.  
  
Proposed FB. Seconded MR. Passed.  
  
**IT WAS RESOLVE THAT the motion be deferred to the next meeting**
- CM20/316 **TO CONSIDER AND AGREE THE PROPOSED QUOTE FOR THE CLEANING OF THE WAR MEMORIAL IN BRADENSTOKE**  
Item discussed earlier during the Working Group presentation CM20/312  
  
Proposed FB. Seconded SG. Passed  
  
**IT WAS RESOLVED THAT the quote for £350 to clean the Bradenstoke War Memorial be accepted.**
- CM20/317 **TO RECEIVE AN UPDATE FOR THE BENCH RESTORATION ON THE GREEN**  
The details of the work, funded privately, are available in the Supporting Documents for this meeting on the website.
- CM20/318 **TO DISCUSS A PROPOSAL BY A RESIDENT REGARDING THE FUNDING OF CHRISTMAS LIGHTS AND TREE HOLDERS**  
The Council felt that there were a number of potential liability issues and that this may not be appropriate in the current financial climate.  
  
The Council felt they were happy to revisit the discussion at a later meeting if more information was forthcoming, potentially July.
- CM20/319 **TO RECEIVE AN UPDATE ON THE DITCHES AT LYNEHAM HOUSE**  
EM updated that she has looked at the Maps and contacted Wiltshire Council.  
  
Cllr Bucknell updated that the land appears to not be responsibility of the Parish Council.

- CM20/320 **TO CONSIDER AND AGREE THE MICROSOFT TEAMS LICENSING CHANGES**  
 Short term changes are needed to continue to run the Council's Teams software.  
 £33.80pm additional cost to change to the required licensing model.  
 This will be reviewed in May  
 Proposed FB. Seconded MR. Passed  
**IT WAS RESOLVED THAT the Microsoft Licensing be accepted and continued for a further year.**  
 EM stated that the Council's Standing Orders limited meetings to 2hrs before a vote should be taken to extend, and a break of 10 minutes taken. EM also updated the Council that Major McDavid and Mr Delicate had joined the meeting.  
 Council declined to break or vote to extend the meeting, but Major McDavid was invited to address the meeting to give his update.  
 Proposed FB. Passed.  
**IT WAS RESOLVED THAT the meeting be suspended to allow Major McDavid to address the meeting to give his update (see public participation section for details)**  
 Meeting Suspended at 9:13  
 Meeting Resume at 9:17  
 Agenda Item 5 was considered as Mr Delicate had now joined the meeting
- CM20/321 **TO CONSIDER AN APPLICATION FOR ONE CASUAL VACANCY ON THE COUNCIL AND TO CO-OPT ACCORDINGLY**  
 The prospective candidate, Mr Warren Delicate, introduced himself.  
 Proposed FB. Seconded RG2. Passed.  
**IT WAS RESOLVED THAT Warren Delicate be co-opted as a Parish Councillor for Lyneham and Bradenstoke.**  
 Mr Delicate will not participate in this meeting as his Declaration of Office requires signature; he will observe.
- CM20/322 **TO RECEIVE FOR INFORMATION THE CLERKS REPORT.**  
 EM gave an overview of the process for the forthcoming elections.  
 The website is also being updated as the audit season begins.
- CM20/323 **TO CONSIDER AND AGREE THE DATE FOR THE ANNUAL COUNCIL MEETING 2021/2022**  
 Met annual meeting must be held between the 10<sup>th</sup> and 24<sup>th</sup> May.  
 Meeting will be held 18<sup>th</sup> May instead of the 11<sup>th</sup> May  
 Proposed FB. Seconded RG2. Passed.  
**IT WAS RESOLVED THAT the annual meeting of the Council be held on the 18<sup>th</sup> May 2021.**

- CM20/324 **TO NOTE THE DATES FOR THE 2021/2022 MEETINGS**  
Noted as 2<sup>nd</sup> Tuesday of each month as per current policy, in the locations stated in said policy.
- CM20/325 **FINANCE MATTERS**
- CM20/326 **To Note the agreement to pay for training for year end with Rialtas agreed outside the meeting under Financial Regulation section 4.1**  
Noted.
- CM20/327 **To Note the agreement to pay for additional maintenance on the Green agreed outside the meeting under Financial Regulation section 4.1**  
Noted.
- CM20/328 **To Receive for information, Disbursements made since the last meeting**  
Received.  
Disbursements are attached to and form part of these minutes.
- CM20/329 **To Consider and Agree to the nomination of a Councillor to co-sign the Bank Reconciliation**  
Ron Glover and Daniel Beare will be  
Proposed FB. Seconded AJ. Passed  
**IT WAS RESOLVED THAT Cllrs Glover and Beare be the co-signers for the Bank Reconciliation.**
- CM20/330 **To Receive the Bank Reconciliation**  
Received  
Reconciliations are attached to and form part of these minutes.
- CM20/331 **To Consider and Approve an Earmark of £5000 be allocated from Special Projects Reserve for the planned work on the Bradenstoke War Memorial**  
It was felt more information was needed and this could be discussed at the April meeting, motion deferred.  
Proposed FB. Seconded SG. Passed.  
**IT WAS RESOLVED THAT the motion be deferred to the April meeting**
- CM20/332 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
Letter from a resident in Bradenstoke regarding various points to address in Bradenstoke. FB stated that a residents meeting in the Village Hall would be considered when the COVID situation eased.  
EM stated that additional correspondence had been received and distributed regarding the Local Plan and Elections  
A thankyou letter had also been received from Lyneham Village Hall for the support from the Parish Council with their project.



CM20/333 **TO CONSIDER ITEMS OF MAINTENANCE**

None

CM20/334 **KEY MESSAGES**

FB addressed a comment he had heard that a resident had contacted the Council to be considered for co-option. After an exhaustive search no correspondence could be found. Should residents wish to be considered for co-option they should write to the Clerk, or if they prefer, contact another member of the Council. Full details are on the website.

CM20/335 **NEXT MEETING.**

The next meeting will be held on Tuesday 13<sup>th</sup> April 2021 at 7:30pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5<sup>th</sup> May 2021.

Meeting Closed 10:23

The following motions were lost due to time constraints.

CM20/336 **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)**

Motion Lost

CM20/337 **TO DISCUSS AND AGREE ACTION RELATED TO EMAILS RECEIVED FROM A PARISHIONER**

Motion Lost

## Summary of Public Participation Section

Parish Council Chairman, Cllr. Frank Ball opened the meeting at 7:32pm and invited participation from the public.

### **Report from Wiltshire Council**

Wiltshire Councillor, Allison Bucknell, has submitted a written report, which will be placed on the website. Wiltshire Councillor, Allison Bucknell, was present at this meeting.

COVID reports have dropped since the report, and Schools have now started back. There are going to be activities for children during the holidays.

Area Board met and approved two grants. One for £5000 for Lyneham Village Hall for the roofing project. The second was for some shelving for a food bank in Lyneham

Some more information on the Notice To Quit for tenants, the end date has been extended to March 2022. Still working with the MPs on a resolution

March 16<sup>th</sup>, 2021 is the 10-year anniversary of the confirming of the Royal title for Wootton Bassett. Facebook page is available for memories for those who served.

### **Report from the MOD**

Major Iain McDavid from the MOD was not present during the public participation and was asked to speak later in the meeting.

The MOD are aware of the fence issues at Bradenstoke and are looking into the issue.

Continuing with the lateral flow testing system and controlling the COVID situation and doing extremely well.

FB pointed out that the footpath around the fence is the responsibility of Wiltshire Council and not the Parish Council.

FB also prompted that the Parish Council are awaiting a reply from the MOD regarding access to clear the ditches on the allotments. Major McDavid will look into this.

FB also suggested a little pick would be welcomed due to a recent build-up of material in the windy weather. Major McDavid will also look at this too.

### **Royal Wootton Bassett Police Report**

No report available before this meeting.

### **Other Public Items discussed**

Three questions these and their associated responses these are available on the website under Supporting Documents.

FB read out the responses.

Having concluded, the Chairman moved to commence the Parish Council Meeting.



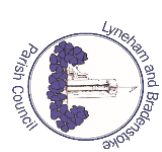
All supporting documentation is available on the Parish Council's website for the relevant meeting, or via the Clerk.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

Draft



LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING 9<sup>th</sup> March 2021  
ON-LINE PAYMENT SCHEDULE

Reference or Cheque No	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
2010072	05.02.2021	Kent		Allotment Payment	18.00	
Payments						
2010073	06.03.2021	Liam Broughton	E0800DNN03	Microsoft Teams February	£37.21	Y
2010074	06.03.2021	Liam Broughton	E0800DNS4L	Microsoft Teams February	£11.28	Y
2010075	06.03.2021	Elizabeth Martin	February	Salary	***	
2010076	06.03.2021	Lemon Gazelle	328	NP Website Hosting and Maintenance February	£50.00	
2010077	06.03.2021	E-ON	H197F0A21B	Electricity Bill 14 Jan 2021 – 14 Feb 2021	£57.03	Y
2010078	06.03.2021	RKM Construction	February	Public Toilet Cleaning	£456.25	
Forthcoming Approved Payments (not included on Reconciliation)						
2010079	09.03.2021	NEST	February	Pension Payment February	***	

Approved .....  
PLEASE PRINT NAME – Cllr Frank Ball  
Minute Number –

Approved .....  
PLEASE PRINT NAME

\*VAT INCLUDED

Date: 06/03/2021

Lyneham & Bradenstoke Parish Council

Page 1

Time: 17:29

**Bank Reconciliation Statement as at 06/03/2021  
for Cashbook 3 - Current Bank A/C (UTB)**

User: ANNK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank 20427715	28/02/2021	9	29,164.09
			<u>29,164.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,164.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,164.09
		<b>Balance per Cash Book is :-</b>	<b>29,164.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 4 - Deposit Account (UTB)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - 20427728	28/02/2021	7	88,630.00
			<u>88,630.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,630.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,630.00
		<b>Balance per Cash Book is :-</b>	<b>88,630.00</b>
		<b>Difference is :-</b>	<b>0.00</b>