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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 10th May 2022 commencing at 7:00pm.

MEMBERS PRESENT: Anthony Jones [AJ], Frank Ball [FB], Shendie Green [SG], Rod Gill [RG1], Clare Church [CC], David Leuty [DL], Ron Glover [RG2]

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

CHAIR: Anthony Jones

APOLOGIES: None

ABSENT: None

Meeting Commenced: 19:06

CM22/035 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SINGING OF THE DECLARATION OF ACCEPTANCE OFFICE**
Proposed SG. Seconded FB. Passed

IT WAS RESOLVED THAT Cllr. Antony Jones [AJ] be duly elected as Chair, Lyneham and Bradenstoke Parish Council, for the forthcoming year.

CM22/036 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SINGING OF THE DECLARATION OF ACCEPTANCE OFFICE**
Proposed RGI. Seconded RGII. Passed

IT WAS RESOLVED THAT Cllr. Frank Ball [FB] be duly elected as Vice Chair, Lyneham and Bradenstoke Parish Council, for the forthcoming year.

CM22/037 **TO RECEIVE APOLOGIES FOR ABSENCE**
No apologies received

CM22/038 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None recorded

CM22/039 **MINUTES OF THE PREVIOUS MEETING, 12TH APRIL 2022**
Proposed RG. Seconded AJ. Passed.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 12th April 2022 are a true reflection of the decisions made.

CM22/040 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Outstanding actions reviewed

Who	Action	Update
EM	Bradenstoke Dog field fence	Work should be completed by the end of May weather permitting
EM	Tree Surveys	Two tree survey emails have been sent out – awaiting replies – Still awaiting information
EM	Metro Count	Emailed, awaiting a reply from Wiltshire Council.
EM	Playground repairs	Completed
EM	Playground training	the company cannot provide further training. EM to find a new company and set training
EM	Tarmac at the Bradenstoke Playpark	EM to contact Valleta
EM	Two dead trees to be notified to Wiltshire	Outstanding
RG1	Remove the old books from the phone box bookstore	Outstanding
RG1	Remove the graffiti from the bus stop in Bradenstoke	Outstanding
RG1	Repair or replace slabs/sleepers at Lyneham Toilets – done.	Completed
RG1	Remove the fallen tree at Bradenstoke	Outstanding

FB asked for an update on the flower meadow. This is still pending an official answer from NALC.

CM22/041 **CHAIR'S ANNOUNCEMENTS**

None

CM22/042 **PLANNING**

CM22/043 **To Receive the Planning Report from 7th May 2022**
Report Received.

CM22/044 **To receive an update on WALPA (Cllr. Green)**

CM22/045 **To Consider the following planning requests**

[PL/2022/02224](#)

Proposal

Variation of Conditions 3 and 5 of 19/00670/FUL (Demolition of existing dwelling, garage, workshop and erection of detached two storey dwelling, garage with associated works).

Site Address

The Bungalow, The Banks, Lyneham, SN15 4NT

Application Type

Removal/variation of conditions

Council Response

The new build has not been erected as per the planning permission drawings. It has been built approximately 15m to the east of the original planning application. The planning portal states "A planning breach in itself is not illegal and the council will often permit a retrospective application where planning permission has not been sought." It may not be illegal but then why do we have a planning system if its rules do not have to be followed? We do not have any legal reason to object to this retrospective planning application as the new building is not causing any obstruction or interference with its neighbours. It does however show a total disregard to the planning system and the Council wonders if they have followed any other of the conditions set out? REASON: For the avoidance of doubt and in the interests of proper planning. 4 No fires shall be lit within 15 metres of the furthest extent of the canopy of any retained trees or hedgerows or adjoining land and no concrete, oil, cement, bitumen other chemicals shall

be mixed or stored, and no machinery shall be stored, within 10 metres of the trunk of any tree or group of trees to be retained on the site or adjoining land. REASON: To ensure the safe retention of existing trees on and adjoining the site. 5 No development shall commence on site until the trees to be retained, detailed in the Arboriculture Report dated 28th April 2019 and shown on Block Plan dated 9th January 2019, have been enclosed by the protective fencing, and after it has been erected, it shall be maintained for the duration of the works and no vehicle, plant, temporary building or materials, including raising and or, lowering of ground levels, shall be allowed within the protected areas(s). Have any of these conditions been adhered too? Observationally the Council do not believe that the applicant has been genuine in following the standards set out by Wiltshire Council and equally remains disappointed that Wiltshire Planning does not have a working mechanism to track when public members do not meet the standards expected and formally stated in the planning process. The Parish Council suggest that we send our observation to Wiltshire Council and they can answer these questions. There is a serious issue with the B4069 that is likely to not be corrected for many months. There is no evidence that would suggest that the lack of following proper planning regulations has caused this or contributed to the issue on the B4069 but the Council is split in agreeing that retrospective planning on this application should be considered.

CM22/046

TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT

Rialtas Accounting has been successfully migrated to the Cloud.

CM22/047 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM22/048 **Flower Beds Working Group**

SG wished to express a huge thanks to Ann Kingdon for sourcing, supporting, and organising volunteers to look after several flower beds in Lyneham. The two planters beneath the sign at the entrance to Lyneham have been demolished and the two at the Bradenstoke entrance have also been removed. The repairs have been completed to the planters outside the public toilets and a big thank you to Rod for his willing help. The volunteers also to be thanked, The WI for the planters on the roundabout, Dave Keys for Victoria Drive, the two Julie's for Church Farm Mews and the public toilets planter. Sue in Bradenstoke for the two planters by the notice board, Ann Kingdon and Barry Holman for the bed outside Church Farm Mews and an extra thank you to the Co-Opt for their donation of the plants, once again proving their commitment in supporting the local community.

Two requests have been made to the Council.

One is looking at installing an outside lockable water tap at the outside of the toilets to be used for the volunteers watering the plants and Barry Holman had asked if the Parish Council would like to have some daffodils in the grass area next to his house. They will be early varieties and would not interfere with grass cutting.

Daffodils will be purchased at a cost of £50 as part of the current flowerbed budget.

The Council commented on how nice the flower beds and wildflower area are beginning to look and are grateful for all the great work people are putting forward.

CM22/049 **Allotment Working Group**

EM met with to CC and RG2 and reviewed allotments and discussed current issues.

EM has written to all allotment holders to remind them to keep the allotments in good order as per the annual contract. If improvements are not made to those allotments that require maintenance a separate letter will be sent to the individual allotment holders in the next fortnight.

The allotment committee is looking at the contract and will be making recommendations for appropriate amendments for the 2022/23 year. This will be brought back at the June meeting.

There are currently six people on the waiting list for an allotment.

The Council are legally obliged to identify and provide allotments if the waiting list is over three. The Council was asked to put forward proper ideas for locations that may be able to facilitate a second allotment location for the local community. There is a suggestion to extend the Bradenstoke allotment site, offering half sized allotments. This could increase the Bradenstoke site by 8 allotments. The Council has also been asked to consider locations in the Lyneham area for an allotment site. The Council will look at all the options for discussion at the next meeting.

The Council were made aware that plots 18 and 20 are not lettable now due to a mare's tail infestation. The Council is looking into how this can be managed to bring the allotments back into acceptable condition.

The current plots have been photographed and updates will be placed on the website.

RG asked the Council if they would consider the planting of a tree to celebrate the Jubilee. AJ asked RG to email him further details for consideration.

- CM22/050 **Open Spaces & Play Areas Working Group**
The play park repairs have now been completed. The tarmac at the entrance to the Bradenstoke playpark needs to be reviewed as it is already showing pre-mature signs of breakdown. EM to contact the company for a revue and plan for the next meeting.
- CM22/051 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
No report, the next meeting will be held 13th May 2022. RG to attend and feedback at the next meeting.
- CM22/052 **Royal Wootton Bassett & Cricklade Area Board, Cllr Jones/Ball**
The next meeting will be held at Lyneham Primary School on 15th June 2022
- CM22/053 **War Memorial Working Group Update**
No Update.
- CM22/054 **Community Action Transport Group (CATG)**
No update next meeting 18th May 2022
- CM22/055 **Public Relations and Communications Working Group**
Survey for the issues at Clack Hill has been placed on the website and distributed on Facebook. This will be covered in Agenda Item 11
CM22/057

- CM22/056 **Parish Steward**
Roads around the green to be swept once the engineer has completed his work in Calne. The Steward has done quite a lot of work along Hollow Way.
- CM22/057 **UPDATE ON CLACK HILL**
Survey on website. The presentation is available in the supporting documents for this meeting on the website.

The results have been shared with Cllr Bucknell and will ultimately be shared with Wiltshire Council and other appropriate agencies.
- CM22/058 **FINANCE MATTERS**
- CM22/059 **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.
- CM22/060 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received. Disbursements will be attached to these minutes
- CM22/061 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed FB. Seconded AJ. Passed.

IT WAS RESOLVED THAT the Schedule Of Forthcoming Payments Be Approved.
- CM22/062 **To Receive The Bank Reconciliations As Presented**
No reconciliations pending closure of year-end accounts.
- CM22/063 **TO REVIEW AND APPROVE THE COUNCIL'S STANDING ORDERS**
Proposed SG. Seconded AJ. Passed.

IT WAS RESOLVED THAT The Council's Standing Orders Be Approved With No Changes.
- CM22/064 **TO REVIEW AND APPROVE THE COUNCIL'S FINANCIAL REGULATIONS**
EM explained the rationale for the suggested changes.
Proposed AJ. Seconded SG. Passed.

IT WAS RESOLVED THAT The Council's Financial Regulations Be Approved With The Highlighted Changes.
- CM22/065 **TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING COMMITTEES**
- Planning Committee (5 Members)
 - Finance Committee (4 Members)

- Human Resources Committee (3 Members)

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT The Committee Appointments Remain As Is.

CM22/066

TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES

- Community Area Transport Group (CATG) (2 Members)
- MoD Liaison (2 Members)
- Royal Wootton Bassett and Cricklade Area Board (RWBC) (2 Members)

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT The Outside Bodies Appointments Remain As Is.

CM22/067

TO CONSIDER AND APPROVE THE FOLLOWING WORKING GROUPS AND APPOINTMENTS TO THEM.

- Policy Working Group (3 or more Members)
- Play Areas Working Group (2 or more Members)
- Open Spaces Working Group (3 or more Members)
- Defibrillator Inspection Working Group (2 or more Members)
- Allotment Working Group (2 or more Members)
- Flower Bed Working Group (3 or more Members)
- Public Relations and Communications Working Group (3 or more Members)
- Emergency Planning Working Group (3 or more Members)
- War Memorial Working Group (2 or more Members)
- Highways and Maintenance Working Group (3 or more Members)
- SID Working Group (2 or more Members)
- Young People and Families Working Group (3 or more Members)
- Wiltshire Voluntary & Community Sector (1 representative)

Proposed AJ. Seconded SG. Passed.

IT WAS RESOLVED THAT The Working Group Appointments Remain As Is, With The Exception Of The Following Amendments

SG to Join Allotment Working Group

RG2, AJ and SG to join Emergency Planning Working Group

AJ To Join Highways and Maintenance Working Group

AJ To Join Young People And Families Working Group

CM22/068 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED

No additional to those already discussed.

CM22/069 TO CONSIDER ITEMS OF MAINTENANCE

EM is pursuing Tree Surveys to include re-numbering, location details and a five-year maintenance schedule to allow for proper work plans can be agreed.

CM22/070 KEY MESSAGES & PERFORMANCE REVIEW

CM22/071 To Review a Summary Of The Meeting's Key Points & Messages To The Public

Please continue to feedback on the Lyneham Banks issues

SG will help co-ordinate a "Lorry Watch" (part of a wider voluntary association).

CM22/072 To Review The Parish Council's OKR Dashboard

The Dashboard will be updated for the next meeting.

CM22/073 NEXT MEETING.

The next Full Parish Council meeting will be held on Tuesday 28th June 2022 at 7pm, at Lyneham Village Hall.

Meeting Closed: 8:15

Summary of Public Participation Section

Parish Council Chairman, Cllr. Antony Jones opened the meeting and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell, was unable to attend. Cllr Jones read out an update in her absence

The main points at the moment, apart from The Banks, are:-

Friday 13th May 1200-1300 – Community Safety Meeting via Teams

Wednesday 18th May 1800-2000 CATG via Teams

Wednesday 15th June, 1800 for 1830 Area Board Business Meeting at Face to Face at Lyneham Primary

With regards to The Banks, I am aware that the residents of Bradenstoke village are calling for a village meeting to express their concerns.

Should the Parish Council choose to proceed with this then of course I will do my best to make sure we get the relevant officers present, however there would need to be a proper agenda with outcomes. There is a regular officer meeting on Monday and I would expect to have an update following that, probably not in time to update the PC meeting on Tuesday,

MOD Lyneham Report from Major Iain McDavid

Major McDavid was unable to attend. Cllr Jones read out an update in his absence.

New commandant now in post, and his first appointment will be the RAF Church Service

PCSO

PCSO not in attendance.

Royal Wooten Bassett & Cricklade Community Care Group – Mrs K Ashlin

No Report

Other Public Items discussed

None. Items related to Agenda Item 11 will be discussed as part of that item.

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

Signed _____

Date _____

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING
PAYMENT SCHEDULE

10th May 2022



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Allot35		Wiltshire Council		50% Precept	£ 26,352.00	N/A
Unbanked Receipts						
Allot 3		Allotment Plot Tenant		Plot 3	£ 18.00	N/A
Allot40		Allotment Plot Tenant		Plot 40	£ 18.00	N/A
Expected Receipts						
Allot28-29-31		Allotment Plot Tenant		Plot 28,29,31	£ 54.00	N/A
Allot39		Allotment Plot Tenant		Plot 39	£ 18.00	N/A
Allot35		Allotment Plot Tenant		Plot 35	£ 18.00	N/A
Allot37-38		Allotment Plot Tenant		Plot 37, 38	£ 36.00	N/A
Payments Made Since Last Meeting						
2010207	14-Dec-21	B/P to: RKM Construction	Oct, Nov, Dec, Jan	Toilet Cleaning	£ 1,825.00	N
2010238		B/P to: RKM Construction	Feb, Mar	Toilet Cleaning	£ 912.50	N
2010242		B/P to: Charlton Baker	51945	Payroll - March	£ 14.58	Y
2010243		B/P to: Elizabeth Martin	April	Salary		N
2010244		B/P to: Elizabeth Martin	April	Pension		N
2010245		B/P to: RKM Construction	April	Toilet Cleaning	£ 456.00	N
2010246		B/P to: Elizabeth Martin		Microsoft April Expenses	£ 58.43	Y
2010247		B/P to: Eon	March	Electric - March	£ 34.45	P
2010249		B/P to: Charlton Baker	52551	Payroll - April	£ 16.00	Y
2010250		B/P to: WALC	SUB 22/23-153	Annual Membership WALC	£ 1,095.09	Y
2010251		B/P to: NALC	3514720149	HOW TO REVIEW NEIGHBOURHOOD PLANNING	£ 77.86	Y
2010252		B/P to: RKM Construction		Toilet Expenses	£ 46.17	Y
2010253		B/P to: NALC		GIVING LOCAL COUNCILS MORE OF A SAY	£ 38.93	Y
2010254		B/P to: Rialtas	SM24900	Annual Software License	£ 148.80	Y
2010255		B/P to: NALC		GIVING LOCAL COUNCILS MORE OF A SAY	£ 38.93	Y
Forthcoming Approved Payments (not included on Reconciliation)						
2010239		Grant to PCC Lyneham		Grass Cutting Grant	£ 2,000.00	N
2010242 x		B/P to: Charlton Baker		Payroll - May	£ 16.00	Y
2010248 X		B/P to: RKM Construction	May	Toilet Cleaning	£ 456.00	N
2010256 x		B/P to: Elizabeth Martin	May	Pension		N
2010257		B/P to: Elizabeth Martin		Microsoft May Expenses	£ 58.43	Y
2010258 x		B/P to: Elizabeth Martin	May	Salary		N
2010259		B/P to: Eon	April	Electric - April	Approx £30	P
2010260		B:P to: Great Field Nurseries		Flower Bed Expenses	£ 68.33	
Internal Banking Transfers - To Savings						

* Amounts include VAT