



**Clerk to Council: Elizabeth Martin**

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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 19<sup>th</sup> May 2025 commencing at 6:00pm.

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**MEMBERS PRESENT:** Frank Ball [FB], Shendie Green [SG], David Leuty [DL],

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

**CHAIR:** Frank Ball [FB]

**APOLOGIES:** Ron Glover [RG]

**ABSENT:** None

Full Council Meeting Commenced: 18:02

CM25/085 **TO RECEIVE APOLOGIES FOR ABSENCE**  
Apologies were received from [RG]

CM25/086 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
No declarations of interest or applications for dispensation were made.

CM25/087 **MINUTES OF THE PREVIOUS MEETING, 13<sup>TH</sup> MAY 2025**  
Proposed [FB]. Seconded [SG]. Agreed.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 13<sup>th</sup> May 2025 Be Deferred To The June Meeting.**

CM25/088 **TO RECEIVE AND REVIEW THE TENDERS FOR THE GRASS CUTTING CONTRACT AND TO AGREE A SHORTLIST OF TENDERS FOR FINAL AGREEMENT SHOULD THE COUNCIL WISH TO PROCEED**  
Proposed [FB]. Seconded [RG]. Agreed.  
**IT WAS RESOLVED THAT The Council Agrees To Offer The Tender To Kevin Isles For The Grass Cutting Contract.**



- CM25/089 **TO RECEIVE AND REVIEW THE TENDERS FOR THE PUBLIC TOILET CLEANING CONTRACT AND TO AGREE A SHORTLIST OF TENDERS FOR FINAL AGREEMENT SHOULD THE COUNCIL WISH TO PROCEED**  
Proposed [FB]. Seconded [DL]. Agreed.  
**IT WAS RESOLVED THAT The Council Defers To Review The Tenders For The Public Toilet Cleaning Contract Until 10<sup>th</sup> June 2025.**
- CM25/090 **TO RECEIVE AND REVIEW THE TENDERS FOR THE PUBLIC TOILET REFURBISHMENT PROJECT AND TO AGREE A SHORTLIST OF TENDERS FOR FINAL AGREEMENT SHOULD THE COUNCIL WISH TO PROCEED**  
Proposed [FB]. Seconded [SG]. Agreed.  
**IT WAS RESOLVED THAT Lyneham and Bradenstoke Parish Council, Having Received And Reviewed The Tenders For The Public Toilet Refurbishment, Resolves To Shortlist Quote B (£88,250.40) As The Sole Preferred Tender For Final Agreement, Subject To Confirmation Of Availability, Approach, References, Pricing, And Terms. Clarification Of Availability, Approach, References, Pricing, And Terms In Consultation With The Supplier.**  
**IT WAS RESOLVED THAT Subject To Clarification Of Availability, Approach, References, Pricing, And Terms, That The Parish Clerk Has Delegated Approval To Agree Terms With The Supplier And Commence Work.**
- CM25/091 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**  
The key summary points for public messaging are as follows:
  - Tenders Reviewed
  - Toilet Cleaning Contract Deferred
  - Grass Cutting Contract Awarded
  - Toilet Block Refurbishment Contract Awarded Pending References
- CM25/092 **NEXT MEETING**  
The next meeting was confirmed for Tuesday, 10th June 2025, 7:00 PM at Bradenstoke Village Hall  
Meeting closed 18:24



## **Summary of Public Participation Section**

Public Participation Section Commenced 18:00

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

### **Other Public Items Discussed.**

A member of the public addressed the Council with concerns that one of the companies that had provided a tender for the public toilet cleaning contract was having some serious family issues and asked the Council to consider deferring the decision until key information could be confirmed. The information was noted by the Council and was considered in the overall discussion.

Public Participation Section Ended 18:02

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

Signed F Ball

Date 06/11/2025

SIGNATURE CERTIFICATE



REFERENCE NUMBER  
D36EA742-B025-4734-80B9-74A1F338CFC7

TRANSACTION DETAILS

**Reference Number**  
D36EA742-B025-4734-80B9-74A1F338CFC7

**Transaction Type**  
Signature Request

**Sent At**  
06/10/2025 06:13 PM EDT

**Executed At**  
06/11/2025 06:42 AM EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
890ebb866becc4569333dbd2747d8ef55a51db6e33f343cd14e94f9f78438ebe

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

DOCUMENT DETAILS

**Document Name**  
LBPC FINAL Mins 19-05-25

**Filename**  
LBPC\_FINAL\_Mins\_19-05-25.pdf


**Pages**  
3 pages

**Content Type**  
application/pdf

**File Size**  
189 KB

**Original Checksum**  
00fe63e8002899a49788455e328154f933e3a5ec5193a6d1152c9d0bbd7b6314

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Frank Ball	<b>Status</b> signed	<b>Viewed At</b> 06/11/2025 06:41 AM EDT
<b>Email</b> frank.ball@lynehamandbradenstoke-pc.gov.uk	<b>Multi-factor Digital Fingerprint Checksum</b> 55a92b4d3c4f7b91c33e6ea09ae69c3628ce078c9e35d735ab4f0e1174a527ee	<b>Identity Authenticated At</b> 06/11/2025 06:42 AM EDT
<b>Components</b> 5	<b>IP Address</b> 92.30.35.246	<b>Signed At</b> 06/11/2025 06:42 AM EDT
	<b>Device</b> Chrome via Windows	
	<b>Typed Signature</b> 	
	<b>Signature Reference ID</b> 58B456C0	

AUDITS

TIMESTAMP	AUDIT
06/10/2025 06:13 PM EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_19-05-25.pdf' on Chrome via Mac from 146.198.203.165.
06/10/2025 06:13 PM EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
06/11/2025 06:41 AM EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.30.35.246.
06/11/2025 06:42 AM EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 92.30.35.246.
06/11/2025 06:42 AM EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 92.30.35.246.