

Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 9th September 2014 in Lyneham Village Hall at 7.00pm.

Councillors Present

Cllrs: Geoff Jackson-Haines, Judy Selby-Boothroyd, Rod Gill, John Webb, Tim Webb, Ron Glover and Jack Pollard.

Also in attendance were Wiltshire Councillor Allison Bucknell and Philip Williams representing MOD Defence Infrastructure Organisation Lyneham.

Clerk: Jacquie Henly

There were 9 members of the public present

Before the meeting opened the Chairman welcomed all the visitors present and the new Councillor Jack Pollard. Public participation included: Questions from members of the public, a report from Allison Bucknell, a report from the Defence Infrastructure Organisation, MOD Lyneham.

The meeting was opened at 7.20pm

Item 1 - Apologies for absence

1.1 Apologies were received from Cllrs: Digman, Thrussell and Bullock.

Item 2 – Declaration of Interest in items on the Agenda

2.1 There were no declarations on interest in items on the agenda.

Item 3 – Approval of Minutes from previous meetings

3.1 Minutes from the full Parish Council meeting dated 12th August 2014 and the Planning meeting dated 18th August 2014 were approved as correct by all members present and signed by the Chairman.

Item 4 – Consideration of matters arising from Public Participation

4.1 There were no matters for discussion arising from the public participation.

Item 5 – Clerks Report previously circulated to members

5.1 Sent details of two new Councillors to Elections team at WC

5.2 Contacted Jack Pollard to arrange for him to sign an Acceptance of Office Form and for further contact information. All received.

5.3 Produced an up to date contact list of councillors details and circulated to members.

5.4 Circulated the minutes to members from the held on Tuesday 12th August.

5.5 Sent a draft copy of a Contract of Employment for the Clerk including a Job Specification and Grievance and Disciplinary Policy to Cllr Selby-Boothroyd for approval by members at the next meeting.

5.6 Asked Cllr J Webb for copies of Planning Committee minutes since May 2014.

5.7 Requested electronic copies of adopted Parish Council documents and policies from previous Clerk.

5.8 Produced a list detailing names of members serving on Working Parties, Committees and Representative Groups.

5.9 Contacted Barbara Burke at WC requesting a map suitable for a notice boards showing the footpaths within the parish and 3 x A3 laminated copies. These have been received and passed on to Cllr Digman. Cllr Thrussell has been informed of the size of the large map to enable her to order a notice board of the correct size to display it.

5.10 Met with Cllr Jackson-Haines and signed off the Annual Accounts for the External Auditors.

5.11 Booked Cllrs Selby-Boothroyd and Glover into a meeting for Wiltshire Fire Service to be held in October.

5.12 Contacted WC and requested larger copies of maps highlighting the trees with TPO's. Received and forwarded to Cllr Digman.

5.13 No response has been received from the previous Clerk regarding electronic copies of documents requested in item above. Therefore copies of the following were produced and circulated to all members for approval at the September meeting: Code of Conduct, Publications Scheme, Equality Scheme, Complaints Procedure Policy and Financial Standing Orders.

5.13 A Clerks Contract of Employment, Job Specification and the Grievance and Discipline Policy were also written from model copies. These were also circulated to members before the September meeting ready for adoption.

5.14 Contacted HMRC regarding the PAYE system for Lyneham and Bradenstoke Parish Council. They have instructed me to obtain a back up of everything already submitted this year for the Parish Council by the previous Clerk. This request has been made but to date no response has been received.

HMRC have advised that if we do not receive co-operation from the previous Clerk we should inform their Customer Operations Team who will contact her directly to ensure the details are passed on as she has an obligation to do so.

5.15 Wrote to Stevie Palmer, acknowledging her resignation as a volunteer as one of the administrators of the Lyneham and Bradenstoke Parish Council web site. Thanks were given for the time and effort given in helping with the development of the site.

5.16 Produced a new copy of an Allotment Agreement and sent it to members for approval at the September meeting.

5.16 Informed Playsafety limited of new contact details for Clerk and instructed that the play parks at Melsome Road and the Areopark are not to be inspected this year.

5.17 Contacted WC enquiring if a new Street Light could be installed outside or near to the Village Hall in Lyneham so that it lights up the car park. The request has been allocated the Ref no: 171689.

Item 6 – To receive reports from Working Groups, Committee's and representative members of outside bodies

6.1 A report from the Highways and Maintenance Working Group had previously been distributed to members as follows:

- It was agreed for Cllr Pollock to sort out the contract for the toilets – Cllr Pollard confirmed at the meeting he will prepare a statement of work required and obtain tenders before the next meeting.
- The 2 wreaths for Remembrance Day to be purchased through Tom Blundell (British Legion).
- Flower beds, it was agreed Cllr Gill will purchase sleepers from Greatfields to build additional flowerbeds in Lyneham and Bradenstoke.
- Richard Selby-Boothroyd has reported that the village hall will be able to supply water from an outside tap (to be fitted) for the watering of the PC flowerbeds.
- The Clerk to write to WC to see if they will fit a street light outside or near the village hall so it lights up the car park which is the responsibility of the PC. It was confirmed at the meeting that funding for this is not available via WC or the Area Board so the matter was passed back to the Highways and Maintenance Working Party to consider other options and feed back proposals with costings to the Parish Council at a later date. This should be done in conjunction with the Village Hall Committee.
- Cllr Gill to fit new panel to the climbing frame in Bradenstoke play park before the annual inspection of ROSPA in September. The Clerk to find out the dates of inspection and inform Playsafety to only include Bradenstoke and Pound Close for inspections.
- Maintenance of trees on the green, Cllr Pollard gave information for Cllr Digman to meet up with a company to get a quote on how much it will cost to have the tree canopy's cut back. Cllr Pollard explained at the meeting that the Council are still trying to establish the actual trees that have TPO's as the map supplied by Wiltshire Council does not seem to agree to the tree type listed in their report.
- Allotments, the Clerk to amend the new tenancy agreement. A new sign needs to be purchased wording needs to be decided on first.
- Cllr Digman to collect money from the businesses who advertised in the summer magazine Debonaires £25, Sawmills £12.50, Piggies £12.50, Corton Kennels £50, Pound Farm £50.
- Village signs - still needs a discussion on what we want ie Wiltshire Council to replace old signs or PC to buy their own signs.

6.2 A report from Cllr Selby-Boothroyd re Britain in Bloom had previously been distributed to members as follows:

- A reminder to people of the lunch and award day on the 18th September which includes an allotment talk by an expert which is a good training day as well as fun
- The cost of the lunch tickets above will be reimbursed from the £500 grant awarded for the Britain in Bloom competition at the meeting held in July.
- Cllr Selby Boothroyd will send out thank you letters to all who helped prepare Lyneham and Bradenstoke villages for the competition after the awards so that she can give them the final report and hopefully good news.
- Cllr Glover reported at the meeting that he had written an article for the 'Bugle' regarding the participation of Lyneham and Bradenstoke in the Britain in Bloom competition.

6.3 Cllr Pollard gave a brief report regarding his role within the Communication Working Group. He will be able to liaise directly with personnel from the new Training School. This will hopefully promote clear and direct communication between the Parish Council and the MOD Training School, promoting good working relationships. Cllr Pollard will also try and obtain copies of a publication called 'The Craftsman' and make them available in public places. There is usually an article in each edition about Lyneham.

6.4 Cllr Selby-Boothroyd gave a report on progress she has made in researching possible enhancements to Lyneham's War Memorials. A written copy of the report was given to members present and will be kept with the Clerks minutes.

Further investigations and talks are required and Cllr Selby-Boothroyd suggested a Committee should be set up to include Parish Councillors, interested members of the community and Trustees of the War Memorial Hall to complete the research, consider and propose actions to be taken forward whilst keeping the community informed.

Item 7 - Finance

7.1 No payments have been made since the last meeting

Cheque No	Payee	Amount
	No payments made since the last meeting	
	Money Received	Amount
	Returned Cheque 472 – Not required	£102.00

7.2 Updated finance reports had previously been circulated to members.

It was reported that after allocating earmarked reserves and other budgetary considerations the projected surplus of unallocated funds at the end of March 2015 is expected to be £72,500.

The Chairman explained that this surplus had come about mainly by the previous administration budgeting for a Groundsman at the cost of £40,000 per annum and a further increase in hours for the Clerk.

The Parish Council need to give further thought to how this surplus will be dealt with.

The options are to allocate the money to other projects or take the excess amount into account when setting next years precept and reduce the precept down to a more realistic figure. Further discussion will take place at a future Finance meeting.

The discussion was opened up to get feedback from members of the public present.

Various suggestions were put forward to be considered by members.

7.3 The proposal to appoint a web designer for Lyneham and Bradenstoke Parish Council was discussed and approved. In the light of recent actions involving the deletion of the content on the Parish Councils web site, which was completely out of the Parish Councils control. Members agreed the only way forward was to employ the services of a web designer that could be trusted to act in a professional manner. The cost to the Council is expected to be £300.

7.4 A proposal from Cllr Jackson-Haines for the purchase of 30mph stickers to be purchased for residents living on the main roads through Lyneham and Bradenstoke was discussed and approved.

There are 259 houses each with three bins requiring 2 stickers for each bin. Therefore a total of 1554 stickers are required. An approximate cost of £624.00 is expected.

Item 8 - Planning

8.1 The planning application due to be discussed has been withdrawn by the agent so was removed from the Agenda.

Items 9 – To discuss participation on the Dog Fouling – Bag it and Bin it Campaign

9.1 Following a discussion it was agreed that Dog Fouling in the Lyneham and Bradenstoke area was not too bad and therefore participation in the campaign was not required.

9.2 Various suggestions for highlighting the issues surrounding Dog Fouling were discussed and will be explored further.

9.3 Tom Blundell was thanked for his attendance at all the meetings and the information he has provided over the last few months to the Parish Council.

Item 10 – Approval and adoption of the documents previously circulated to members.

10.1 The following documents had been previously circulated to members and were approved and adopted en block: Publications Scheme, Equality Scheme, Code of Conduct, Complaints Procedure/Policy, Financial Standing Orders, Contract of Employment and Job Specification for the Clerk, Grievance and Discipline Policy and the Allotment Agreement.

10.2 It was agreed to leave the Allotment rent as it for this year but it will be reviewed next year.

Item 11 – To discuss and agree the possibility of reducing the number of Parish Council Meetings held each year

11.1 After discussion it was proposed and agreed by all members present to reduce the number of meetings held each year. The Standing Orders will be changed to read that meetings in the months of August and January will only be held if required. *The newly revised/adopted Standing Orders from August now allow planning applications to be discussed at Full Parish Council meetings so this will significantly reduce the cost of hall hire to the Parish Council.*

Item 12 – To receive a report from Cllr J Webb regarding the possibility of installing defibrillators in Lyneham and Bradenstoke

12.1 Cllr Webb reported that he has investigated a number of possibilities regarding the installation of defibrillators in both Lyneham and Bradenstoke. The cost of installation for each unit is £1500.00. However a group called Heart Beat will install for free in remote areas. Cllr Webb will follow up to see if they consider Bradenstoke to be classified as a remote area.

12.2 Cllr Jackson-Haines will discuss with Phillip Williams the possibility of the MOD supplying and fitting defibrillators to both Lyneham and Bradenstoke.

Item 13 – Exchange of Information

13.1 Cllr Selby-Boothroyd raised a concern over the amount of litter being dropped in Lyneham. This has become a real issue since the arrival of contractors working at the MOD site. Workers in High Visibility jackets have been seen blatantly throwing their rubbish out of their car windows at lunch times. Some residents have tried speaking with them but have been met with a barrage of abuse. Cllr Selby-Boothroyd has informed Phillip Williams of the problem and he has been very helpful in trying to resolve the problem. Photographic evidence and registration numbers have been taken and follow ups will be carried out with the police and MOD.

13.2 Cllr Pollard suggested that the numbers of members on each Working Group are reduced. It was agreed to review the role and responsibility of each group and then review the members serving on them.

Item 14 – Date of the Next Meeting

14.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 14th October 2014 at Lyneham Village Hall at 7.00pm.

Item 15 - Close of the Meeting to the Public

15.1 Members of the public and visitors were asked to leave the meeting at this point as two items of a confidential matter were to be discussed.

15.2 The minutes regarding the confidential items will be kept with the Clerk.

Signed Date

Chairman