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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council
held remotely using Microsoft Teams on Thursday 14th July 2020
commencing at 8:00pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Liam Broughton [LB], Tim Darch [TD], Rod Gill by phone [RG], Gayna Howarth [GH], Carol Jenkins [CJ], Antony Jones [AJ], Chris Moncrieffe by phone [CM] and Keith Webster [KW]

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

CHAIR: Frank Ball

APOLOGIES: None Received

CM20/029 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None received, all in attendance from 'roll call' by the Chairman

CM20/030 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
LB disclosed an interest in item 11. A dispensation to continue to listen to the meeting but remove himself from camera to continue to run the virtual meeting was granted.

CM20/031 **MINUTES OF THE PREVIOUS MEETING HELD ON 9TH JUNE 2020**
Proposed TD. Seconded FW. Passed AIF.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on June 9th, 2020 be accepted as written. (Minutes will be signed by the Chairman at the first physical meeting of the Parish Council)

CM20/032 **PLANNING COMMITTEE**
TD, as Chair of the Planning Committee, read out the Planning Committee report, which is attached to and forms part of these Minutes.
AB added information regarding Green Farm. It was confirmed that Wiltshire Council (Lee Burman) had received an appeal on this site. The Council is seeking further information on this appeal.

CM20/033 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS

CM20/034 Neighbourhood Development Plan Steering Group

KW reported that the Committee has started the Regulation 14 Consultation. It was initially started with a social media soft launch. As of the 13th July the Committee can report 111 responses, 2 out of areas. There is good spread of location and demographics within the applications. The Consultees letters are getting ready to go out this w/c 13th July 2020. Leaflets are being printed and distribution areas have been allocated. The arc from Lancaster Square to Victoria Close will be allocated to Parish Councillors. Distribution will be carried out following COVID-19 guidelines and the completion of a Risk Assessment. The date has been extended to meet the 6-week consultation requirement. There are hard copies available if required. There is also a laminated copy available for viewing at the Garage at St Andrews Court and in Bradenstoke.

CM20/035 Flower Beds Working Group

GH extended a big thankyou to Sid Scull, Jenny and Hazel, Anna Howart, Alison Matthews and Barry Holeman for helping to plant and look after the flower beds in the village. All the Flower beds are now planted. The Council is still looking for someone to water the border on the main road by Martin Estate.

CM20/036 Allotment Working Group

GH reported that the Council has acquired a second water trough for the left-hand side of the allotments. They have also found a mains water supply that will allow the Council to turn off the water in order to undertake repairs on the first water trough. No date has been set for this repair.

CM20/037 Highways and Maintenance Working Group

CM reported that he had contacted DWG for an update on the quote that had been requested. This quote is required before seeking out two further quotes. CM will follow-up as the quote is past due

CM20/038 Holloway footpath project update

No report available

CM20/039 Open Spaces Working Group

TD read out the Open Spaces report, which is attached to and forms part of these Minutes.

CM20/040 FINANCIAL REPORTS

GH disclosed an interest in one of the cheques and refrained from participation of this agenda item.

Proposed FB. Seconded TD. Passed.

Current balances at the bank as of 14/07/2020 were noted as follows:

Current Account £12,251.08

Deposit Account £88,629.33

It was confirmed that the Council will receive a quarterly update on all the finances in September to include a midpoint review of the budget.

The schedule of cheques paid was read out to the Council and is attached to form part of these minutes.

The Council was reminded that the Cheque for £850 to Lemon Gazelle has been paid from a long-standing Grant that was specifically provided to Lyneham and Bradenstoke to work and complete the Neighbourhood Plan.

CM20/041

TO RECEIVE FOR INFORMATION THE CLERKS REPORT

EM informed the Council that her CiLCA (Certificate in Local Council Administration) begins in September.

EM has been in contact with Hazel Ross to agree dates that the Council could meet with the MoD. The MoD and the Council have agreed to meet and discuss community issues and joined up working solutions.

In March 2020 the Council had been approached by a family regarding a memorial bench for their son. This discussion had been postponed due to COVID-19. EM verified if the Council felt it was the right time to bring this project forward for review and finalisation. FB and KW confirmed that they believed the Council could now re-engage with the family to work toward a mutually agreed outcome. The information requested from March has now been answered and it was confirmed that in March the Council supported a concrete base.

Action: EM to contact the family to confirm the details, seek quotes for a concrete base, and bring forward to the September meeting as an agenda item.

EM was asked to look into HR services on behalf of the Council. EM identified three companies that can provide this service. EM asked the Council if they had any queries. None received.

CM20/042

TO RECEIVE FOR INFORMATION DISBURSEMENTS MADE SINCE THE LAST MEETING

No disbursements made

CM20/043

TO REVIEW AND AGREE THAT THE MOBILE PHONE BE REMOVED FROM THE PARISH CLERKS ELECTRONIC EQUIPMENT PACKAGE AND THAT THE VIRTUAL NUMBER REPLACE IT.

Proposed FB. Seconded GH. Passed.

IT WAS RESOLVED THAT the mobile phone be removed from the clerk's electronic equipment and a virtual phone number be used

- CM20/044 **TO DISCUSS THE REPLACEMENT SIGNS FOR ALLOTMENTS AND PLAY AREAS**
 GH and TD will obtain a minimum of 3 quotes for the Council to review and purchase new signs for the Village. The Council needs to clearly identify what signs are needed to include extra parking signs for Lyneham and Bradenstoke dog walking field, the two play areas, both gates at the allotments and any other needed signage.
- CM20/045 **TO REVIEW AND APPROVE THE PAYROLL PROVIDER AND CONTRACT FOR THE CLERKS PAY**
 Proposed TD. Seconded KW. Passed all in favour
 LB disclosed at the beginning of the meeting that he has an interest in this motion. LB removed himself from the meeting and for this motion TAD took over the IT running of the meeting. It was resolved to defer this motion to the Finance Committee to meet and review information provided by the HR working group, a potential third quote and further information on the details of what each company would provide for the fee. The Finance Committee will hold a meeting date tbc to take a decision on this motion.
Action: Set up a meeting with the Finance Committee to with information from the HR Committee to complete this work before September.
- CM20/046 **PARISH COUNCIL BANKING ARRANGEMENTS**
- CM20/047 **TO REVIEW THE PARISH COUNCILS BANKING PROVIDER AND CONSIDER A CHANGE TO UNITY TRUST BANK. PARISH CLERK'S REPORT ATTACHED.**
 Proposed FB. Seconded TD. Passed.
IT WAS RESOLVED THAT the Council's banking arrangements for the current and deposit accounts be moved from HSBC to Unity Trust Bank
- CM20/048 **TO ADOPT THE PROPOSED INTERNET BANKING POLICY**
 Proposed TD. Seconded GH. Passed.
IT WAS RESOLVED THAT the attached internet banking policy be accepted
- CM20/049 **TO RECEIVE AN UPDATE ON PLAYGROUND MAINTENANCE**
 The invoice for the contracted playground amendments has been received. Both TD and LB have been submitting a playground inspection report to ensure that all work has been completed. The Council identified that there is gate at Bradenstoke that is locked. The Council agreed to have the padlock removed by cutting it off. RG agreed to go up to the play area and remove the lock.
 The Council identified additional site fencing repair at Pound Close.
 RG was also asked to paint the goal posts in Pound Close.
 TD reminded those Councillor's undertaking weekly inspections to download the RoSPA playground report and ensure that play areas are meeting compliance to this report. RoSPA will be coming out to do the annual inspection in the Autumn and the Council needs to ensure that it is meeting the standards laid out. Please see TD if a copy is needed to be forwarded.

- CM20/050 **TO RECEIVE FOR INFORMATION THE FORMAL RISK ASSESSMENT FOR THE RE-OPENING OF THE PLAY AREAS.**
EM reported to the Council that a risk assessment had been carried out on both playparks for the intension of re-opening the parks on the 4th of July after the Government lifted restrictions on local play areas for COVID19. Signage was placed to advise the public to maintain proper hygiene, social distancing, population numbers to avoid overcrowding and other key points published in the Government information. All the equipment (e.g. swings) have been properly measured to ensure social distancing meets the Government requirement.
- CM20/051 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
AB sent an email asking for the view of the Council to make the area on Victoria Drive into a wildlife area. The Council has been asked to consider their views and bring those views forward to the September meeting. There may be queries over ownership and maintenance that will need to be addressed. The Council to look at overhead cables and posts. Legal Briefing 2020-2022 Legal Briefing note 2020-2024. Both Legal Briefings are on the website for review.
Action: EM to add the Victoria Drive discussion to the agenda for September
- CM20/052 **TO CONSIDER ITEMS OF MAINTENANCE.**
TD asked that all decking made planters and pots are painted with proper preserve paint to make sure they are maintained for the year. KW mentioned the notice board by the Village Hall needs treatment for the year to preserve the wood. FB is going to treat the one by the Village Hall and the one by the public toilets in Lyneham and RD will treat the one in Bradenstoke.
The bus stop by the garage has a glass missing. Wiltshire Council has said they will not repair this, we need to do the repairs ourselves. AB confirmed that Wiltshire Council does not have the budget for general repairs, they will only repair for safety issues. Wiltshire Council is happy to support the repair but out of the local Parish Council budget. AB to ask if Wiltshire Council requires Lyneham and Bradenstoke to use a preferred company. FB will send AB an email of details on what needs to be repaired.
- CM20/053 **KEY MESSAGES.**
If the public witness or is victim to any anti-social behaviour, please report this to the Wiltshire Police on 101. If the issue is minor the Police will use the information as intelligence gathering. If the issue is significant, they will respond accordingly. Please do not rely on social media as a way of reporting.
- CM20/054 **NEXT MEETING.**
The next meeting will be held on Thursday 15th September 2020 at 8:00pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 2021.

Summary of Public Participation Section

- A) Wiltshire Councillor, Allison Bucknell, has submitted a written report, which is attached to the and forms part of these Minutes. There are three other matters that have been brought to the meeting.
- It has been reported that there are new road markings in Bradenstoke. Members of the public were advised that these road markings are preparation for road works in Bradenstoke to commence in the Autumn with new road surfacing to be completed in 2021.
 - Lyneham “banks” are beginning to disappear again. AB has requested that Wiltshire Officers come out and provide a report on what can be done to repair.
 - Planning application for Argosy Road has now been circulated.
- B) Major Nick Nicholson, representing MoD Lyneham. Not in attendance as has now moved post. EM will be liaising with the MoD for the name of the new contact for Parish Council Meetings going forward.
- C) Comments from the members of the public: There were 5 queries sent into the Council for comment:
1. Does the Parish have an Emergency Plan in place? (answer by Cllr Tim Darch): The Council are consulting with various contacts, such as Public Health England, to bring the Plan up to date. The Emergency Plan currently does not have any information on “notifiable diseases”. Without amendments to the current plan the Councils insurance notified that any application or actions using the current policy could result in liability to the Council should anyone become infected with COVID19. The Council is now in contact with the appropriate agencies to seek guidance for amendments. The updates for the Emergency Plan will be guided by the Civil Contingencies Act 2004, Public Health Control of Diseases Act 1984, PHE and Wiltshire Council among others. Once this has been updated (next 3-4 weeks) the plan will go out to consultation across Lyneham and Bradenstoke. The Council remain hopeful that consultation will be around mid-August.
 2. I was wondering as a Parish Council could contact the MOD and Wiltshire Police regarding litter, vandalism. (See attached report)
 3. Bradenstoke dog field, sports field and parking.
 - a. Consider repairing the fence in the dog walking field.
The fence is currently being costed by the Parish Council.
 - b. Consider placing parking bollards up the lane to avoid anti-social parking in Bradenstoke.
The banks on the sides of the road do not belong to the Parish Council. They are owned by Wiltshire Council. L&B Parish Council will need to contact and discuss solutions with Wiltshire Council.
 - c. Consider the increase of “no parking” signs on the grass.
This has been investigated and is being costed.

- d. Consider enclosing the current fence with a secure fence to stop footballs from going over and into the road.
The Council is going to look into this and consider costings.
- e. Consider options of overall parking in the Village to include the bays by the Church.
The Parish Council has no authority over the roads or parking in Bradenstoke. This is down to Wiltshire Council. The Parish Council will open discussions with Wiltshire Council to consider mutual solutions for the community. The Parish Council also suggests that members of the public also write to Wiltshire Council.
- f. Would it be prudent for Lyneham to have its own dog park like Bradenstoke?
This will need to be taken forward for further discussion with the Council.

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

Signed _____

Date _____

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – VIRTUAL MEETING HELD ON 14TH JULY 2020
CHEQUE PAYMENT SCHEDULE

Cheque No	Date	Payee	Invoice No	Purpose	Amount	VAT
101029	14.7.2020	S J Aplin Playgrounds Ltd	3747	Playground Servicing & Maintenance	£7587.60	Y
101030	14.7.2020	Mrs Ann Kindon	9 th June – 7 July 2020	Final Salary	£1039.68	Y
101031	14.7.2020	Gayna Howarth	Various	Compost, plants, water containers,	£357.08	Y
101032	14.7.2020	Lemon Gazelle CIC	298	Sustainability Appraisal, Set up Regulation 14 Survey, correspondence and modifications, NDP Website hosting – June 2020	£850.00	
101033	14.7.2020	Neil Sanderson	12 June 2020	Hedge cutting at Council allotments	£130.00	
101034	14.7.2020	Kevin Iles House & Garden	3048	Grass cutting contract – May and Ivy Removal	£1540.00	
101035	14.7.2020	Kevin Iles House & Garden	3075	Grass cutting contract - June	£500.00	
101036	14.7.2020	E-on	02485	May 14 – 14 June Electric Bill	£28.91	Y
101037	14.7.2020	Elizabeth Martin	ORD507242	11 th Ed Local Council Administration	£116.80	Y
TOTAL					£12150.07	

Approved
PLEASE PRINT NAME – Cllr Frank Ball

Approved
PLEASE PRINT NAME

Minute Number

*VAT INCLUDED



Open Spaces Working Group

The Green in Lyneham

Recently we received an application for a commercial venture to use the Green for their activities.

The Green is both Registered Common Land under the Commons Registration Act 1965 and Open Land under The Countryside and Rights of Way Act 2000 (CROW Act).

The former would potentially allow certain activities to take place, however, the latter prevents ALL activities except access on foot, sightseeing, birdwatching, running, climb rockfaces and exercise dogs.

The CROW Act prohibits certain activities, and that does specifically include any commercial activity, including any activity where a monetary charge is made for any activity that could be carried out free of charge and/or restricts public participation.

Certain other activities are allowed such as the historic use of a fair, market or historic village fete.

So, the Parish is not in the position to ever give permission for any commercial venture to use the Green but can give permission for historic fairs or fetes to take place.

The Mead (Lyneham and Bradenstoke Parish Dog Walking Field) and the Play Area in Bradenstoke

Recently we received an application for a commercial venture to use the Mead or the Play area for their activities.

We are currently seeking further guidance on this, as there may be complications with the deeds which may affect any decision.

Currently it looks as if we will not be allowed to do this due to the terms and covenants on the original conditions when we purchased the land.



Anti-Social Behaviour in the local area

We know that of late that there have been incidents of disquiet in the parish with regards to ongoing anti-social behaviour, and we want to address that now.

We are thinking here of the Baileys Hill area, which we know is very special in the hearts to many of the village residents, but there is also a large element of anti-social behaviour on or around Slessor Field, in the woods down towards Lost Valley, around St Michael's Church, around the White Hart, Pintail Field and so on. It is not restricted to one area; it often moves between areas.

We would like to make it clear that much of the anti-social behaviour, littering, damage, and drinking is taking place on private land. All this land has one thing in common, it is land over which we have no factual jurisdiction, so legally it is up to the landowner if they wish would pursue this matter with the Police, or not.

However, we will make it very clear we will support and assist any landowners, should they wish to pursue the matter, and work with the landowners to reduce or stop the anti-social behaviour on their land.

We know that the Police have attended several times, and they have spoken to the people involved. We fully support the police in carrying out these provocative actions.

Members of the public have raised concerns regarding feeling intimidated or threatened when they have come across large groups, we have spoken to the Police about this and they ask anyone who feels threatened or intimidated by any group to call 101 and report the activity.

The Police are very disappointed how many people complain about these groups on Social Media, but do not call and talk to the Police. As the Police point out, unless people call and talk to them, they cannot deal with or react to anti-social behaviour.

We are also aware that members of the community are blaming certain elements as being the perpetrators, however, as the Police have made



clear, when they have attended complaints, there is a mix of communities involved, including personnel off base, dependants and local residents.

Currently this is a village without access to any public house, a village without a café, a village where (at present) drinking on base is prevented and a village that doesn't have facilities for people to socialise. The Council knows that this doesn't help the situation. It is not an excuse, though it may be seen as a reason that needs to be addressed.

We are also aware that dealing with anti-social behaviour is never a quick matter, if it is stopped in one area it will inevitably move to another, which may be even more dangerous than before.

The Council will continue working with multiple agencies, including the Police, the Church, the local stores, the Military, the village youth, and other agencies to help reduce the incidents.