

Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 10th October 2017 at St Michaels Church Hall Lyneham at 7.00pm.

Present

Cllrs: G Jackson-Haines (Chairman), T Webb, R Gill, J Wright, D Lambourne and Lynn Thrussell
Clerk to the meeting: Cllr Lynn Thrussell

Welcome

The Chairman welcomed all present to the meeting:

- 1) A representative from MoD presented a report to all present.
- 2) Wiltshire Cllr Allison Bucknell gave a report to all present.
- 3) The Chairman explained how the public participation part of the meeting would be conducted and then asked if there were any comments regarding items on the agenda.
The questions raised by members of the public were all answered.

Item 1 - Apologies for absence

Apologies were received from Cllrs Fred Gomme, Judy Digman and Trudie Clarkson

Item 2 – Declaration of Interest in items on the Agenda.

There were no declarations of interest in items on the agenda. Cllr Del Lambourne declared an interest with item 12.

Item 3 – Approval of Minutes from the previous meeting

Minutes of the Parish Council meeting held on Tuesday 13th September 2017 were approved by those present and will be signed.

Approved by all Councillors. Minutes signed by Chairman

Item 4 - To receive items on the Clerk's Report

4.1 The Chairman mentioned that during this period the Acting Clerk, Cllr Trudie Clarkson has been off sick. In the short term the Chairman has taken on the role himself.

1. Sent email to Wiltshire council requesting the S106 money for the Pound Close play park that has been completed.
2. Spoke to SLCC regarding a clerk for the Parish.
3. Meeting held to discuss the way forward with the Neighbourhood Plan.
4. Attended the Neighbourhood Plan meeting at Bradenstoke. This was an initial meeting of those interested in participating in producing a Neighbourhood plan for Lyneham and Bradenstoke
5. Meeting with Linda Roberts in regard to the Clerk of the Parish Council
6. Emails sent out to a couple of allotment holders in regard to issues at the allotments.
7. The Letters that were approved at the last meeting sent out to local firms for the cleaning of Lyneham toilets contract tenders.
8. Email to Wiltshire Council changing contact details for the Parish Council
9. Up dated Wiltshire Council of the vacancy on the parish. Posted the vacancy on the Parish notice boards.
10. Documents prepared for the October Council meeting.
11. Attended the Area Board Meeting at Cricklade

4.2. LYNEHAM & BRADENSTOKE WORKING PARTY REPORTS

Leads of working parties will give an update at the meeting.

Grass areas around the tyres and the flower beds undertaken.

The overgrown area next to the roundabout opposite the former car sales has been cut back to look more presentable.

Rotten wood strips have been removed from Pound Close play park that will need to be replaced with new timbers

Item 5 To receive an update on the artwork being prepared for the Welcome to Lyneham signs

5.1 The signs were sent back to the artist to amend the wording. Sign currently has Lyneham and Bradenstoke Parish Council. The Parish Council felt that the word Council should be deleted from the sign to show that it was the parish. Sign should be available for all to view at next month's meeting.

The design will be placed on the website and displayed in the Parish notice boards for people to view.

Approved by All Councillors

Item 6 Finance.

6.1 Finance/payments Reports up to 10th October 2017

Account Balances including cheques written and cleared-

Current Account. £45,517:79

Deposit Account. £58,204:60 (increase of £1:90 interest)

6.2 a. Account Balances inclusive of all cheques written and deposits made –

b. To agree payments in accordance with the budget. Cheques written to the following;

Cheque Number.	Payee	Amount
725	GE Jackson-Haines For the purchase of the hard drive for the Parish Clerk as approved.	119:99
726	Castle water Ltd	24:27
727	AW Services Ltd (Grass cutting)	3309:10
728	AW Services Ltd Toilet cleaning	2649:96
729	Information Commissioner	35:00
730	Lyneham PCC (Hire of Hall)	26:00
731	E.ON (Electricity bill)	88:61
732	Mrs L Thrussell For Office	79:20

	Furniture (notice board for Allotment) as approved	
733	Mr GE Jackson-Haines For Bird spike protectors for play park equipment	40:71
	Money received	
	Wiltshire Council Precept	27,820:00

Approved by All Councillors

c. To discuss and approve the purchase of three wreaths for remembrance Day. Agenda amended to reflect the true cost of £51:00.

Approved by All Councillors

d. To discuss and approve the donation of £20 to Mr Ray Coles of Lyneham for his dedication and unselfish work he undertakes on the Green at Lyneham.

Approved by All Councillors.

e. To discuss and approve the fitting of a SMART meter for the electricity in the toilets at Lyneham. This will give the Parish Council a saving on the annual bill.

Approved by All Councillors.

Item 7 – Neighbourhood Plan

A meeting was held in Bradenstoke Village Hall at the end of September where people who had shown an interest in getting involved in the neighbourhood plan were invited. A good all round discussion was had, it was agreed that we would be inviting Mark and Sarah of Lemon Gazelle. Who would have been selected to help collate and assist where necessary. They are renowned for their expertise in this field and have assist other neighbourhood plans in the area, and, are assisting a town locally.

A training meeting has been arranged for the 16th October in Bradenstoke village hall at 6:30 pm. All who have shown an interest or feel they can contribute can attend.

Item 8 – Planning

8.1 An update on planning applications was given by Cllr J Wright.

a) To receive an update on Planning Applications

To discuss planning application 17/02377/FUL Erection of a single dwelling New diagram - 77 Southview The Green Lyneham Wiltshire SN15 4PG.

The council were concerned about the access into the property.

b) To discuss planning application 17/09066/FUL First floor rear extension – 7 Cobden Cottages New Zealand Wiltshire SN119JL.

The Council have No objections

Item 9 – 1914 to 1918 WW1 and 100 years of the Royal Air Force

a) 1914 to 1918 WW1 Commemorations.

The Councillors were asked if and what the Council should do to commemorate WW1. A long discussion was held. Subject was opened to the public. Various options came forward.

- i. a permanent memorial should be investigated into. Church grounds, Memorial garden, memorial Hall or other location.
- ii. Placing of crosses with names of lives lost of those who lived in Lyneham and Bradenstoke.

- iii. A group be set up of local people and the councillors to discuss and arrange a commemoration of WW1
- iv. Permanent plaque on the Memorial Hall.

As there was a group set up to investigate a memorial for Lyneham. The Chairman was requested to speak to the group and discuss their progress.

- b) 100 years of the Royal Air Force celebrations.

It was felt be all the 100years of the Royal Air Force should be celebrated. It was also noted that 2018 also celebrated the anniversary of Royal Air Force Lyneham.

The discussion was opened to those who were present at the meeting.

- i. A tea party on the green with an Royal Air Force theme
- ii. A group set up of local people and councilors to discuss agree and arrange celebrations.

The Chairman has been in correspondence with the office of Officer commanding 47 squadron at Royal Air Force Brize Norton. Chairman to make contact regarding liaising with the squadron for support in an event. 47 Sqn have close ties to Lyneham.

Item 10. Emergency plans

At the area board meeting recently it was discussed that some Emergency Plans that have been written for areas, may be out of date with relevant names, contact details and procedures. Unfortunately a recent event in Bradenstoke proved this.. Bradenstoke had no water. Councillors were not informed. Having read the plan I can easily see how the event wasn't communicated as per the Emergency Plan. We do need to update and discuss the issues below.

- a) To discuss the urgent requirement to update the Emergency Plans.
The Council will liaise with residence and update the plans accordingly
- b) To discuss who the Responsible Coucillors are.
Review of the councilor geographical locations
- c) To discuss who the Responsible Contacts are.
Due to the changes in the Councillors a review needs to be undertaken
- d) To discuss the Responsibilities of the Parish Council.
All Councillors are responsible and must be made aware of their responsibilities and to know where to find the information
- e) To discuss Locations of the Emergency Plan for easy access when required.
This document needs to be available and more prominent around the villages. Offers were received on the night of locations . Notice boards could have numbers prominently displayed.

Item 11. Allotments

- a) Allotment agreements have all been sent out. All payments should have been in by 1st October. There are 10 outstanding.
- b) There are a number of issues with the hedges around the allotments that need to be addressed. It was also noted that allotment holders were not keeping the hedges cut back as part of their agreement. New notice board will be erected shortly. This will contain Emergency numbers, Grid reference, Post code and a plan of the site.

Item 12. Grass cutting

It has become very apparent that the grass cutting is not up to the standard that we had hoped for. A member of the public has sent a photograph to the council showing him cutting the long grass in the play park at Bradenstoke. As he feels it is far to long. The Council are to consider whether the Contract is suitable for the needs of the Parish or to go into discussion with the current contractor as ascertain the way forward.

item 14 - Exchange of Information

- a) For the Council to consider welcome signs for Bradenstoke Village

Item 14 – Date of the Next Meeting

The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 14th November 2017 in the Village Hall Bradenstoke at 7.00pm.

Signed Date
Chairman