



**Clerk to Council: Elizabeth Martin**

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>  
Email: [Parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:Parish.clerk@lynehamandbradenstoke-pc.gov.uk)  
Telephone: 01249 561020  
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 19<sup>th</sup> October 2021 commencing at 7:00pm.

---

**MEMBERS PRESENT:** Councillors Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Rod Gill [RG1] (except for CM21/228), Clare Church [CC], David Leuty [DL]

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

**CHAIR:** Frank Ball

**APOLOGIES:** Antony Jones [AJ],

**ABSENT:** None.

Meeting Opened 7:14pm

CM21/197 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies received from AJ.

CM21/198 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
RG1 declared an interest in Agenda Item 12 CM21/228

CM21/199 **MINUTES OF THE PREVIOUS MEETINGS FOR 9<sup>TH</sup> SEPTEMBER 2021**  
Proposed FB. Passed.

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 9<sup>th</sup> September 2021 are a true reflection of the decisions made.**

CM21/200 **CHAIR'S ANNOUNCEMENTS**  
FB mentioned that many houses in Lyneham will have received a flyer regarding additional development near to the Pound Farm development. The Parish Council encourages people to respond, either positive or negative.

**PLANNING**

CM21/201     **To Receive the Planning Report from 18<sup>th</sup> October 2021**  
Report Received.

CM21/202     **To Consider the following planning requests**

[PL/2021/09480](#)

**Proposal**

2 storey rear and 1st floor side extension with roof change and garage conversion

**Site Address**

Stafford Lodge, 2 Hocketts Close, Lyneham,  
Chippenham, SN15 4QX

**Outcome**

No Objection

[PL/2021/09555](#)

**Proposal**

Fell Willow tree.

**Site Address**

Honeysuckle Cottage, 72, Bradenstoke,  
Chippenham, SN15 4EL

**Outcome**

No Objection

[PL/2021/09817](#)

**Proposal**

Approval of Reserved Matters pursuant to outline planning permission 20/02387/OUT for residential development of 50 dwellings and provision of land for D2 use; including the creation of new vehicular access, public open space, landscape planting, pumping station, surface water attenuation and associated infrastructure.

**Site Address**

Land at Pound Farm, South View, Lyneham

**Outcome**

Deferred to Next Meeting

## REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS

### CM21/203 **Flower Beds Working Group**

SG passed on many thanks to volunteers, and a welcome to Julie from Church Farm Mews and thanks to Jenny May and Sue for all their commitment in the past.

Community involvement is scarce due to the many other commitments so many of our residents have and as a parish the time has come to consider outsourcing the maintenance of the flower beds, especially as Lyneham grows with the new housing estate being built and further planters probably being installed, in keeping with the rest of the village.

We are proud of Lyneham and Bradenstoke and welcome the hard work of our volunteers, and they will all be contacted as to their availability in the future

EM will investigate outsourcing the maintenance of the flower beds.

### CM21/204 **Allotment Working Group**

Still a few more allotments to pay for renewal. RG2 will send a list of those who have not received renewal requests.

### CM21/205 **Open Spaces & Play Areas Working Group**

FB updated that the WG is looking at wheelchair access to the noticeboard in Bradenstoke. There are some technical items to be considered such as electric cables running under the pavement.

RoSPA reviews to be discussed at next meeting. There are some known minor repairs to gates that are being planned.

The entrance to Bradenstoke Play Park is being investigated for resurfacing and a parking bollard due to access issues. This is hoped to be solved this year.

### CM21/206 **Neighbourhood Development Plan Update**

NDP was passed and now part of the planning consideration for Wiltshire Council.

FB thanked everyone who has been involved.

It was proposed to add Cllr Jones to the NDP pending a decision on next steps.

Proposed FB. Passed.

**IT WAS RESOLVED THAT the Cllr Ant Jones join the NDP**

Councillors on the NDP: AJ, FB, SG.

- CM21/207 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
Key points from the Forum were:  
The sale and use of fireworks is controlled by law and is enforced by police and trading standards.  
Fireworks can be used legally up until 11pm on any day of the year, with extension till midnight on Nov 5th and till 1am on New Year's Eve, Chinese New Year and Diwali.  
There is no specific licensing of events involving fireworks by Wiltshire Council, but all large events would require an Event Management Plan.  
A license is required to sell fireworks.
- CM21/208 **Royal Wootton Bassett & Cricklade Area Board**  
No update
- CM21/209 **SID Working Group Update**  
WG have been to look at neighbouring village SID implementations.
- CM21/210 **War Memorial Working Group Update**  
Waiting for certified contractor. Likely to be Spring 2022.
- CM21/211 **Emergency Plan Working Group**  
Currently in progress.
- CM21/212 **Highways and Maintenance Working Group**  
If anyone in the village has any maintenance items, please contact the Clerk.
- CM21/213 **Community Action Transport Group (CATG)**  
CATG priorities will be discussed at the November meeting.
- CM21/214 **Young People and Families Working Group**  
CC updated the Council on the potential idea of a Skate Park at Bradenstoke The structure of the skatepark would be of heavy-duty concrete slabs which are flexible enough to be re-sited to change the layout of the skate park or removal if required. The size of a small skatepark would be approximately 37 x 11metres.  
The skatepark could be sited in the far corner of the park, near the boundary fences of the solar park and the dog park. This would be away from the lane to cause less noise or inconvenience to the lane area. (a few young trees would need to be removed; these were panted last year).  
With the possibility of the park been used more, it could be beneficial to have car parking facilities.

- CM21/215 **Public Relations and Communications Working Group**  
SG updated that there will be a consultative coffee morning on the 20<sup>th</sup> November between 11am and 2pm at Bradenstoke Village Hall, for Bradenstoke villagers to discuss their thoughts. There will be a similar session held for Lyneham in the near future.
- CM21/216 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**  
Audit Concluded.  
  
Microsoft expenses are now being paid directly by the Clerk via expenses.  
  
Playpark RoSPA inspections have been completed.  
  
EM reminded Councillors that budget preparation will begin in November and asked that anything for consideration be sent to the Clerk.
- CM21/217 **FINANCE MATTERS**
- CM21/218 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044**  
No actions taken since the last meeting.
- CM21/219 **To Receive For Information, Disbursements Made Since The Last Meeting**  
Received. Disbursements will be attached to these minutes
- CM21/220 **To Consider And Approve The Schedule Of Forthcoming Payments**  
Payments reviewed. No Vote taken, all forthcoming payments are part of planned budgetary expense
- CM21/221 **To Receive The Bank Reconciliations As Presented**  
Received.
- CM21/222 **TO CONSIDER AND AGREE TO EXECUTE THE PARISH COUNCIL'S SEAL TO SIGN THE S106 SIDE-AGREEMENT RELATING TO CALNE ROAD, LYNEHAM BETWEEN LYNEHAM & BRADENSTOKE PARISH COUNCIL AND WILTSHIRE COUNCIL (IKEN:133580) IN ACCORDANCE WITH SECTION 23(A) OF THE PARISH COUNCIL'S STANDING ORDERS**  
Proposed FB. Seconded SG. Passed.  
  
**IT WAS RESOLVED THAT the Parish Council Execute the Seal and Sign the S106 Side-Agreement Relating to Calne road, Lyneham between Lyneham & Bradenstoke Parish Council and Wiltshire Council (IKEN:133580) in accordance with Section 23(a) of the Parish Council's Standing Orders**

Agreement to be signed by Cllrs Jones and Ball on behalf of the Parish Council, witnessed by the Clerk.

CM21/223 **GRANT REQUEST FROM YMCA BRUNEL GROUP, LITTLE DUCKLINGS NURSERY, LYNEHAM**

CM21/224 **To Receive The Grant Request Of £3,820**  
Received

CM21/225 **To Consider And Agree That The Council, In Accordance With Its Powers Under Section 137 Of The Local Government Act 1972, Should Award The Grant Of £3,820 Which, In The Opinion Of The Council, Is In The Interests Of The Area Of Its Inhabitants And Will Benefit Them In A Manner Commensurate With The Expenditure**  
Proposed FB. Seconded CC. Passed.

**IT WAS RESOLVED THAT the Parish Council, In Accordance With Its Powers Under Section 137 Of The Local Government Act 1972, Award A Grant Of £3,820 to YMCA Brunel Group, Little Ducklings Nursery, Lyneham, Which, In The Opinion Of The Council, Is In The Interests Of The Area Of Its Inhabitants And Will Benefit Them In A Manner Commensurate With The Expenditure**

CM21/226 **To Consider And Agree To Fund The Grant From Community Infrastructure Levy Monies Held By The Council.**  
Motion Lost. Funding for the Grant will come from the Operations Budget (Grants)

CM21/227 **TO RECEIVE AN UPDATE ON THE COMMUNITY ENGAGEMENT MEETING WITH THE BRADENSTOKE COMMUNITY**  
Covered in CM21/215

RG1 left the meeting but remained in the public gallery (Interests)

CM21/228 **TO CONSIDER AND AGREE THE ALLOTMENT RENTAL PRICE FOR 2022/23**  
Proposed FB. Seconded RG2. Passed.

**IT WAS RESOLVED THAT The Price Per Allotment To Be Increased From £18 To £22 With Effect From October 1<sup>st</sup>, 2022**

RG1 re-joined the meeting

CM21/229 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
None.



- CM21/230      **TO CONSIDER ITEMS OF MAINTENANCE**  
Noticeboards need a cover of oil and benches/play equipment need to be cleaned. Clerk will look at potential contractors for this work.
- CM21/231      **KEY MESSAGES**  
FB reminded everyone that they should reply to the leaflet distributed by Gleeson related to the potential extension of the proposed development at Pound Farm.
- CM21/232      **NEXT MEETING.**  
The next Full Parish Council meeting will be held on Tuesday 9<sup>th</sup> November 2021 at 7pm, planned for Lyneham Village Hall.

Meeting Closed 9:09pm

## **Summary of Public Participation Section**

Parish Council Vice-Chairman, Cllr. Frank Ball opened the meeting at 7:00pm and invited participation from the public.

### **Report from Wiltshire Council**

Wiltshire Councillor, Allison Bucknell.

Cllr Bucknell's update is attached to these minutes.

### **MOD Lyneham Report from Major Iain McDavid**

Continue meeting with the Police as part of the safety campaign. Remembrance Day services will be going ahead

Community centre has now fully reopened.

MoD are willing to help with any events proposed next year.

The MoD would also like to assist with the work being done on the War Memorial.

FB asked whether the ditches could be dug out/cleared before the winter weather. Hopefully this will be addressed soon.

There will some tree felling around parts of the MoD site.

### **PCSO**

Awaiting appointment. No update.

### **Other Public Items discussed**

No questions from the public.

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

Signed \_\_\_\_\_ *Antony Jones*

Date \_\_\_\_\_ 9th November 2021





Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
2010180	30-Sep-21	Wiltshire Council		Precept - 2nd Schedule (2 of 2)	£ 26,352.00	N/A
Allot18-10	16-Sep-21	Allotment Plot Tenant		Plot 18 and 10	£ 36.00	N/A
Allot27	16-Sep-21	Allotment Plot Tenant		Plot 27	£ 18.00	N/A
Allot11	17-Sep-21	Allotment Plot Tenant		Plot 11	£ 18.00	N/A
Allot21-22	20-Sep-21	Allotment Plot Tenant		Plot 21 and 22	£ 36.00	N/A
Allot 7	20-Sep-21	Allotment Plot Tenant		Plot 7	£ 18.00	N/A
Allot 8	20-Sep-21	Allotment Plot Tenant		Plot 8	£ 18.00	N/A
Allot30-32	24-Sep-21	Allotment Plot Tenant		Plot 30 and 32	£ 36.00	N/A
Allot19	24-Sep-21	Allotment Plot Tenant		Plot 19	£ 18.00	N/A
Allot33-34	27-Sep-21	Allotment Plot Tenant		Plot 33 and 34	£ 36.00	N/A
Allot25	29-Sep-21	Allotment Plot Tenant		Plot 25	£ 18.00	N/A
Allot17	01-Oct-21	Allotment Plot Tenant		Plot 17	£ 18.00	N/A
Allot 4	04-Oct-21	Allotment Plot Tenant		Plot 4	£ 18.00	N/A
Allot 5	04-Oct-21	Allotment Plot Tenant		Plot 5	£ 18.00	N/A
Allot 9	04-Oct-21	Allotment Plot Tenant		Plot 9	£ 18.00	N/A
Allot 6	04-Oct-21	Allotment Plot Tenant		Plot 6	£ 18.00	N/A
Allot36	05-Oct-21	Allotment Plot Tenant		Plot 36	£ 18.00	N/A
Allot 2	06-Oct-21	Allotment Plot Tenant		Plot 2	£ 18.00	N/A
Allot 1	06-Oct-21	Allotment Plot Tenant		Plot 1	£ 18.00	N/A
Unbanked Receipts						
Allot 3		Allotment Plot Tenant		Plot 3	£ 18.00	N/A
Allot12		Allotment Plot Tenant		Plot 12	£ 18.00	N/A
Allot16		Allotment Plot Tenant		Plot 16	£ 18.00	N/A
Allot40		Allotment Plot Tenant		Plot 40	£ 18.00	N/A
Expected Receipts						
Allot14		Allotment Plot Tenant		Plot 14	£ 18.00	N/A
Allot28-29-31		Allotment Plot Tenant		Plot 28,29,31	£ 54.00	N/A
Allot39		Allotment Plot Tenant		Plot 39	£ 18.00	N/A
Expected Receipts (Subject To Side-Agreement Resolution)						
2010186		Wiltshire Council		S.106 Calne Road	£ 40,740.00	N/A
Payments Made Since Last Meeting						
2010160	01-Oct-21	B/P to: Elizabeth Martin	September	Salary		N
2010161	09-Sep-21	B/P to: Elizabeth Martin	August	Pension		N
2010162	05-Oct-21	B/P to: Bushton Village Hall	July	Hall Hire	£ 9.00	N
2010163	05-Oct-21	B/P to: Bushton Village Hall	August	Hall Hire	£ 27.00	N
2010166	05-Oct-21	B/P to: Charlton Baker	INV 46807	Payroll - September	£ 14.58	Y
2010168	01-Oct-21	B/P to: e.on	H1A454965D	Electric - September	£ 24.96	R
2010169	30-Sep-21	Service Charge			£ 18.15	N
2010170	01-Oct-21	B/P to: Lemon Gazelle	NDP 347 (ADDITION)	Inv 347 Paid in September was incorrect amt	£ 200.00	N
2010171	01-Oct-21	B/P to: Jamprint	INV-17254	NDP Leaflets	£ 180.00	N
2010172	05-Oct-21	B/P to: Barry Holman Gard	MOWING PC003		£ 288.00	Y
2010173	05-Oct-21	B/P to: Elizabeth Martin	EXPENSES-ICO		£ 40.00	N
2010174	05-Oct-21	B/P to: Kevin Iles	Inv 3361		£ 1,000.00	N
2010175	05-Oct-21	B/P to: PKF Littlejohn LLP	WI0152	External Audit 20/21	£ 408.00	Y
2010176	07-Oct-21	B/P to: HMRC Cumbernauld	120PH02174514			N
2010177	08-Oct-21	B/P to: Elizabeth Martin	September	Pension		N
2010178	Pending	B/P to: Bradenstoke Village Hall	BVH20049	September Hire	£ 17.50	N
2010159	Pending	B/P to: Liam Broughton	September	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010165	Pending	B/P to: Elizabeth Martin	October	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010167	Pending	B/P to: Lemon Gazelle	354	NP Website Hosting and Maintenance Sept	£ 50.00	N
2010179	Pending	B/P to: Kevin Iles	Inv 3345	French Drain & Man Hole Repair	£ 1,350.00	N
2010181	Pending	B/P to: e.on	EOA0479E	Electric - September Part 2	£ 16.08	R
Forthcoming Approved Payments (not included on Reconciliation)						
2010164		B/P to: RKM Construction	July, August, Sept	Toilet Cleaning	£ 1,368.75	N
2010182		B/P to: Lemon Gazelle		NDP Website October	£ 50.00	N
2010183		B/P to: Charlton Baker		Payroll - October	£ 14.58	Y
2010184	26-Oct-21	B/P to: Elizabeth Martin	October	Salary		N
2010151	01-Nov-21	B/P to: Elizabeth Martin	October	Pension		N
2010185		B/P to: e.on		Electric - October	Approx £25	R
Expected Payments (Subject To Side-Agreement Resolution)						
2010187		Lyneham Village Hall	CM20/259	S.106 Grant for Roof (Part Payment) ***	£ 20,234.00	N
2010188		Bradenstoke Village Hall	CM20/260	S.106 Grant for Septic Tank (Whole Payment)	£ 8,230.00	N
Internal Banking Transfers (Subject To Side-Agreement Resolution)						
		S.106 Funds to Reserves		Move Remaining S106 Grant to Reserves	£ 12,276.00	N/A

\* Amounts include VAT

\*\*\* Remaining Grant Balance will be £12,276 subject to proof of works