

## LYNEHAM AND BRADENSTOKE PARISH COUNCIL

### Minutes of the meeting held on 14<sup>th</sup> January 2020 at St Michael's Church Hall, Lyneham at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)  
Cllrs: Liam Broughton, Tim Darch, Rod Gill, Gayna Howarth, Carol Jenkins,

There were 7 members of the public present.

The Chairman opened by informing those present that the meeting was being recorded for the purpose of accurate Minutes. Notices had been placed at the entrance and on the front of the desk.

#### Public Participation

- a) Wiltshire Councillor Allison Bucknell reported as per her written report, a copy of which is attached to these Minutes.
- b) There was no-one in attendance from MOD Lyneham.
- c) There were no comments from members of the public.

#### The numbering of these Minutes will follow the numbering on the Agenda for this meeting.

- 1. **Apologies for absence** were received from Cllr Anthony Jones who was away for work purposes. Apologies were received from Cllr Chris Moncrieffe by email which arrived whilst the meeting was in progress. Cllr Moncrieffe had been unexpectedly delayed at work.
- 2. **Declarations of Interest:** There were none.
- 3. **Minutes** of the meeting held on 10<sup>th</sup> December 2019 were approved and signed by the Chairman.
- 4. **Co-option to fill a Vacancy** notified by Wiltshire Council. David Smith was proposed by Cllr Frank Ball, seconded by Cllr Carol Jenkins and it was

UNANIMOUSLY RESOLVED THAT David Smith be co-opted as a Councillor to the Lyneham & Bradenstoke Parish Council.

Councillor David Smith signed a Declaration of Acceptance of Office and joined the Councillors at the table.

#### 5. Planning Committee

- 5.1 The report by the Planning Committee, which is attached to and forms part of these Minutes, was noted by members.
- 5.2 Planning application number 19/11513/FUL had been discussed by the Planning Committee. It was proposed by Cllr Tim Darch, seconded by Cllr Gayna Howarth and

RESOLVED THAT this application be supported subject to observations that any new brick and block work should match the existing to ensure that the character of the area is maintained and that no building skips be left on the road as there is ample space in the front garden and access to the rear, to ensure that neighbours are not blocked from reasonable access at any time.

5.3 Planning Application number 19/11937/FUL had been received this week and was for discussion at this meeting. Cllr Darch explained that the application was for an extension to a property that was built in 2001. There were no grounds for objection and it was proposed by Cllr Tim Darch, seconded by Cllr Carol Jenkins and

RESOLVED THAT this application be supported.

6. Reports were received from the following Working Groups:

#### 6.1 **Communications Working Group**

6.1.1 *Domain, Web and Email Modernisation* The report is attached to and forms part of these Minutes. The report and cost implications on page 10 of the report were noted by members following explanations from Cllrs Tim Darch and Liam Broughton. It was

RESOLVED THAT the report be accepted and the costs of £1,347 for the first year be included in the Budget for 2020/21 financial year.

6.2 **Policy Review Working Group** – The following documents had been reviewed and amended:

6.2.1 *Standing Orders*

6.2.2 *Financial Regulations*

Amendments to both of these documents mainly concerned changes in the law since the previous documents had been adopted in 2017. These changes must be incorporated within the Councils Standing Orders and Financial Regulations to ensure the Council operates within the law. It was proposed by Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT the amended Standing Orders and Financial Regulations be adopted by the Parish Council.

6.2.3 *Code of Conduct* – Cllr Tim Darch explained that the revised Code of Conduct should contain wording to compel Councillors to publish their contact details on the Parish Councils website in order that residents know how to contact them. Furthermore, Cllr Darch felt that this was legally required information under GDPR and Freedom of Information legislation. The Parish Clerk explained that the advice she had received from WALC stated that publication of councillors contact details was not compulsory and that an individual councillor may elect to have all contact through the Parish Clerk. Due to the completely opposing advice it was decided to defer approval of the Code of Conduct until the February meeting

6.2.4 *Terms of Reference for Planning Committee* – It was proposed by Cllr Tim Darch, seconded by Cllr Carol Jenkins and

RESOLVED THAT the Terms of Reference for Planning Committee be adopted by the Parish Council.

6.2.5 *Co-option of Councillors* – It was felt that a paragraph should be added to the document to detail vacancy advertising. Subject to such a paragraph being added it was proposed by Cllr Liam Broughton, seconded by Cllr Keith Webster and

RESOLVED THAT the Co-option of Councillors policy document be adopted by the Parish Council.

6.2.6 *Equality and Diversity* – It was proposed by Cllr Frank Ball, seconded by Cllr Gaynor Howarth and

RESOLVED THAT the Equality and Diversity policy document be adopted by the Parish Council.

It was noted by members that the Complaints policy and the Vexatious Requests and Complaints policy documents had been reviewed but no changes had been made.

6.3 **Allotments Working Group** – Cllr Gayna Howarth had arranged a meeting with the Allotment tenants for Tuesday 21<sup>st</sup> January 2020 at Bradenstoke Village Hall at 7pm. The Parish Clerk confirmed that the Annual Allotment Agreements and rent demands would be sent out by Friday 17<sup>th</sup> January 2020 and the date and venue for the meeting would be included in the covering letter.

#### 6.4 **Play Areas Working Group**

6.4.1 Cllr Frank Ball confirmed that both Play Areas were now being inspected weekly to comply with insurance requirements. The RoSPA inspections were carried out in December and some faults had been identified. Some of these could be dealt with “in house” but others required specialist attention. The RoSPA reports had been sent to a local play equipment maintenance company for a quotation.

Cllr Gayna Howarth reported that discussions were continuing about placement of the 100 trees that had been gifted to Bradenstoke. It had been discovered that the Air Ambulance helicopter uses the Bradenstoke Playing Field (which includes the children’s Play Areas) as a landing site in an emergency. It may not be possible to plant the trees in this area due to the space required for the helicopter to land, together with security issues relating to the possibility of unauthorised access to the solar farm by climbing the trees in the future.

Cllr Frank Ball expressed the view that weekly inspections of the play areas are quite onerous for one person and it would be appreciated if other Councillors were to assist on a rota basis. Cllr Ball was arranging for training so that other Councillors on the Working Group are enabled to do the inspections and a rota could be drawn up. The training would take place on 9<sup>th</sup> March 2020 at Bristol. Cllr Ball would liaise with the Working Group members about this training course.

6.4.2 An urgent item had arisen in relation to a group of multi stemmed Ash trees adjacent to the Bradenstoke Playing Field. A resident had reported concerns about the size and condition of these trees so the Parish Clerk had requested Kevin Franklin of Franklins Tree Services to inspect. This had been done and his report raised severe concerns about the safety of these trees so close to the children’s play area as well as to property. Kevin Franklin’s recommendation is that these trees are a danger and should be felled immediately. He had provided an estimate for the work. Because of the size of the trees and the location it would be necessary for the trees to be taken down from the top by tree surgeons using ropes. The estimate, which is attached to and forms part of these Minutes, was for £1,350 to include removal of all the wood arising from the felling. There was also a concern that the trees may lie inside the Bradenstoke Conservation Area and felling would require permission. However, this had been checked with the officer responsible at Wiltshire Council. The trees lie just outside the Conservation Area and therefore permission was not required and the officer had stated this in writing. It was proposed by Cllr Frank Ball, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED that the estimate for £1,350 to fell the multi stemmed Ash trees at Bradenstoke Playing Field be accepted and the work to be commenced as quickly as possible.

6.5 **Neighbourhood Development Plan Steering Group** – Cllr Keith Webster, as Chairman of this Group, reported that the Plan had now gone to Wiltshire Council for assessment as to whether a Statutory Environmental Assessment and a Sustainability Assessment were required. If the former is required, progression would be delayed for 3 to 4 months but the latter could be done fairly quickly. Once this issue is resolved then the public consultation process could begin quite quickly. Cllr Webster would report on any progress at the February meeting.

## 7. Financial Reports

7.1 Balances at the bank as at 31<sup>st</sup> December 2019 are as follows:

Current Account = £66,526.42

Deposit Account = £38,329.15

The Parish Clerk reported that the bank process to allow funds to be transferred between the two accounts was underway. As soon as completed, funds would be transferred to the interest bearing Deposit Account. The Parish Clerk reported that she was being trained on the Accounts software next week and the financial information dating back to 1<sup>st</sup> April 2019 could then be entered. It was anticipated that full financial reports would be presented to the February Council meeting.

7.2 *Schedule of cheques for payment on 14<sup>th</sup> January*. It was proposed by Cllr Frank Ball, seconded by Cllr Tim Darch and

RESOLVED THAT the schedule of cheques for payment on 14<sup>th</sup> January 2020 be approved.

7.3 As the Financial Regulations had been adopted earlier in the meeting, it was necessary to appoint two councillors to carry out monthly verification of financial reports, as per Financial Regulation 2.2. Neither of these Councillors should be cheque signatories. It was proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and

RESOLVED THAT Cllr Liam Broughton and Cllr Tim Darch be appointed to carry out the required monthly verification of financial reports.

7.4 *Parish Clerk's Report* – The Parish Clerk presented her report on a proposed salary, for the new Parish Clerk, at the end of the current Parish Clerk's contract. The Parish Clerk wished it to be Minuted that she would not benefit from any salary agreed at this meeting as she would not be seeking any extension to her current contract which ends on 5<sup>th</sup> May 2020. The lengthy discussion concluded that any proposed salary is for budgeting purposes only and would be the maximum of a salary range that would depend upon the qualifications and experience any applicants for the post may possess and is not automatically the salary that would be paid to a future Parish Clerk. It was proposed by Cllr F Ball, seconded by Cllr Liam Broughton and

RESOLVED THAT a Parish Clerk salary should be calculated on an hourly rate of £21.66 per hour for 15 hours per week, annual salary of £16,895, plus 20% 'on-costs' giving a total salary cost for budgeting purposes of £20,274.

**The meeting was adjourned at 9pm to give the Parish Clerk the opportunity to re-calculate the proposed Budget for 2020/21, the subject of the following Agenda item.**

**7.5 Budget and Precept 2020/21 Financial Year** – Having resolved the issue of how much to allow for the salary for the new Parish Clerk, the Budget proposal for 2020/21 was recalculated. After discussion it was proposed by Cllr Frank Ball, seconded by Councillor Keith Webster and

RESOLVED THAT the budget be set at £58,704 for the financial year 2020/21

There was further discussion as to how much, if any, from the anticipated surplus of £39,440.00 should be used to reduce the Precept request, as this has an effect on the Council Tax levied on residents. Discussion revolved around a variety of calculations using £10,000, £15,000, and £20,000 from the surplus to support the budget. It was proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and

RESOLVED THAT a sum of £10,000 should be taken from the anticipated surplus of £39,440 to support the budget giving a Precept request of £48,704.

This new calculation based on a tax base supplied by Wiltshire Council of £1577.34, resulted in a Band D Tax of £30.88. The revised budget in accordance with the above figures is attached to, and forms part of, these Minutes.

8. **Community Area Transport Group (CATG)** - In the absence of Cllr Chris Moncrieff, Cllr Carol Jenkins reported that the supply of new lighting at the pedestrian crossing outside the MOD main entrance had been supported by the CATG at the last meeting, with a contribution of £2,000 from this Parish Council. It was not known when this work would take place but this sum was earmarked (ring fenced) for this purpose in the 2020/21 budget.
9. **Youth Work** in Lyneham. No progress had been made in relation to this issue. Cllr Carol Jenkins had asked several questions of the current providers (CMAS) relating to costs but had not received a reply, despite stating that the information would be required for this meeting. This is ongoing and will be an item on the February Agenda.
10. **Grant Applications** – The grant application from St Michael and All Angels Church was discussed at length. The application was incomplete having no financial information attached other than a copy of a bank statement showing a total of £12,471.21 between two bank accounts. Legal advice had been sought from the National Association of Local Councils (L01-18 Financial Assistance to the Church) which concludes as follows:

*Whilst there is no consensus on this issue [Financial Assistance to the Church] a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.*

In view of this advice, it was proposed by Cllr Frank Ball, seconded by Cllr Dave Smith and

RESOLVED THAT the grant application not be approved.

However, Cllr Frank Ball stated that a grant application submitted in the name of the Memorial Hall Trust would be considered.

11. **Bradenstoke Junction Lighting** – It was proposed by Cllr Frank Ball, seconded by Cllr Gayna Howarth and

RESOLVED THAT

- a) the current lighting at the Bradenstoke junction with the B4069 be replaced with LED lights, and
- b) a request be made to the Solar Benefit Fund for funding towards the cost of LED lighting.

12. **Information from Wiltshire Council** – Community Area Joint Strategic Needs Assessment Briefing Note and Focusing on the Future Public meetings were both noted.

13. **Councillor Observations and Items for the next Agenda**

- Cllr Rod Gill – suggestions on how to deal with the layby on Chippenham Road.
- Cllr Liam Broughton - Bradenstoke Noticeboard access, condition of the trees in the Bradenstoke dog walking area.
- Cllr Carol Jenkins – Youth work update
- Cllr Frank Ball – Defibrillator inspections, flower beds, Working Group for Newsletter, appointment of Personnel Sub-committee
- Cllr Gayna Howarth – donation to Mr Ray Cole

14. **Date of next meeting** – The next meeting of the Parish Council will take place on Tuesday 11<sup>th</sup> February 2020 at Bradenstoke Village Hall at 7pm.

The Chairman closed the meeting at 10pm.

Signed ..... Date .....