

**Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 11th September 2018 in St Michaels Church Hall Lyneham.**

**Councillors Present**

Cllrs: L Thrussell, D Hewitt, J Wright, F Gomme, R Gill, D Kee & T Webb.

Clerk to the meeting, E Martch-Harry & Cllr J Wright (writing on behalf of clerk due to injury)

There were also 9 members of the public present

**Item 1 Welcome & Introductions**

1.1. Cllr Lynn Thrussell welcomes everyone to the meeting.

**Item 2 - To receive and accept apologies for absence**

2.1 Apologies received from Cllr G Jackson-Haines

**Item 3 – Co-opting New Councillor Carol Jenkins to the Parish Council**

3.1 Carol Jenkins welcomed on to the council.

Proposed: Cllr L Thrussell Seconded: Cllr D Hewett

3.2 Carol signed the Declaration of Acceptance of office and returned it to the parish clerk.

**Item 4 - Declaration of interests in items on the agenda.**

4.1 Cllr R Gill with the Bradenstoke Village Hall grant application, item 8.2

**Item 5 - To confirm minutes of the Annual Parish Council Meeting held on Tuesday 10<sup>th</sup> July 2018**

5.1 Minutes from the Annual Parish Council meeting dated Tuesday 10<sup>th</sup> July 2018 were approved as correct by all members present and signed by the Chairman.

**Item 6 - To receive the Clerk's report previously circulated to members.**

6.1 Responded to public 'right of access' to the end of year finance documents and had meetings with parishioners to answer any questions.

6.2 Had work review with councillors.

6.3 Received weekly bulletins for planning applications which were sent on to councillors.

6.4 Collated and wrote an application to claim VAT back for the last financial year.

6.5 Invoiced companies for advertising in Parish magazine.

6.6 Responded to emails from the public about public roads, pavement and grass verges.

6.7 In contact with contractor about the Play Park refurbishment and payments.

6.8 Organised tree survey with contractor for the parish, received plan and work going through WC system.

6.9 Organised attendance list for the Dementia training and responded to emails and calls about the course. In contact with the company delivering the course.

6.10 Organised Neighbourhood plan steering group meeting dates and hiring of hall.

6.11 Wrote and sent letters and new contracts for all the allotment holders for the next year and requested 2018/2019 fees.

6.12 Organised meeting with Stonemason to look at memorial stone to get third opinion and quote.

6.13 Working with Jam print on new logo and welcome signs.

6.14 Contacted Wiltshire council recommended contractor for advice and arranged meeting about fixing the pavement outside the Co-op.

6.15 Updated defibrillator information, received new pads and gave them to responsible councillor to install.

**Item 7 - To receive an update from the Working Groups.**

**7.1 Update on The Allotments:** Cllr D Kee is waiting for everything to finish growing and will go and tidy up allotments in October. Cllr F Gomme has numbered the plot stones.

**7.2 Update on The CATG:** All work completed.

**7.3 Update on the Maintenance Group:** No update.

**7.4 Update on the Highways Group:** Cllr L Thrussell sent report to council regarding the grass issues at Preston Lane. Cllr D Kee explained issue with remaining boulders after Thames Water left and asked Cllr Allison Bucknell to follow this up for the parish council.

**Item 8 - Finance**

**8.1 Account Balances inclusive of all cheques written and deposits made –**

Current Account £59,029.28

Deposit Account £38,224.74

Cheque Number	Payee	Amount
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801	BHIB Ltd annual insurance	£781.82
802	Kevin Iles house & garden services, grass cutting	£1,840.00
803	Community heartbeat trust, difribulator pads	£129.60
804	E. ON Public toilets	£95.56
805	Jam Print Design, Parish newsletter printing	£715.00
806	Cancelled	
807	Lemon Gazelle, NDP feedback	£400.00
808	Cancelled	
809	Clerk wages July	£644.28
810	Cancelled	
811	RAF Benevolent fund – donation (Fundraised)	£2,275.92
812	RKM Construction – cleaning public toilets	£1,368.75
813	Lynn Thrussell – Flower beds	£22.70
814	Greatfield nurseries – Flower beds	£470.52
815	Cancelled	
816	Lyneham Methodist Church, hall hire - NDP	£12.00
817	Franklin Tree supplies – tree report	£300.00
818	Jam Print Design – logo	£30.00
819	Stationery, ink and stamps	£29.71
	Money Received	
	Allotment Fees	£36.00
	Fundraising from RAF event for Benevolent fund	£2,275.92

To agree payments in accordance with the budget as listed and previously circulated to members. Agreed by all councillors.

**8.2 Grant Application by Bradenstoke Village Hall for front porch and toilet area lighting. Cost of work £2671. Grant requested from Parish Council £2000.**

8.2.1 Shirley Smith discussed the application and explained issues with damp, and how the heater, double glazing and lighting will improve the facilities. Re-use of tiles has reduced costs from initial quote.

8.2.2 Councillors discuss match funding the work and agree to pay 50%. Invoice given to clerk and it will be for £1,290.60 inc VAT.

Proposed: Cllr T Webb Seconded: Cllr D Hewett

**8.3 To discuss and purchase new banners for the 100 years commemorating the end of WW1.**

8.3.1 Cllr L Thrussell has researched the banners and the company used previously are of good value and quality. 3 x landscape & 2 x portrait to be ordered. Wording to change slightly and to remove dates. They will cost £186 inc VAT.

Proposed: Cllr T Webb Seconded: Cllr R Gill

**Item 9 - Planning**

None received this month.

**Item 10 – Neighbourhood Plan steering group update. Authorisation for printing. Discuss and agree on amending Terms of Reference (ToR)**

10.1 Cllr D Hewett explained as Chairman of the group that lots of progress had been made. Everyone on the steering group now understands the position of the Neighbourhood plan. Raised concerns over ToRs at recent meeting were discussed and have been rewritten in consultation with Wiltshire Council. They have been previously circulated to read. All councillors to agree them.

Proposed: Cllr D Hewett Seconded: Cllr D Kee

10.2 Cllr D Hewett explained Lemon Gazelles involvement and how they have had experience of compiling Neighbourhood plans. He has successfully applied for a Government grant and will be receiving the award of £6884 to be used for the plan and Lemon Gazelle's services. The money will be controlled by the steering group but it would be accessed via the parish council.

10.3 The steering group would like to use the Parish Council allocated budget to mailshot villages and get 1800 leaflets printed. Requests £200 for printing costs.

Proposed: Cllr C Jenkins Seconded: Cllr J Wright

10.4 Next steps for the group is meeting with Lemon Gazelle to proceed to the referendum stage. New members requested to come along, up to 12 members, including up to 3 parish councilors.

**Item 11 – Purple4Polio Crocus planting by Rotary Club. Permission to plant in 2 areas in Lyneham: on the Green adjacent to Barry Holman landscaping & B4069 Chippenham Rd by the tyre planters.**

11.1 Rotary has received 5,000 bulbs to promote the colour purple to raise awareness for polio. Need to be planted in full view therefore Lyneham village preferred. Barry Holman area to wet. Areas agreed are opposite the garage (by the roundabout) and by the tyre planters.  
Proposed: Cllr L Thrussell Seconded: Cllr T Webb

**Item 12 – Discuss setting up Youth Forum in conjunction with Wiltshire Council**

12.1 Cllr A Bucknell explained that Wiltshire Council currently funds youth development but it isn't sustainable. Amy (MOD) has requested to host a youth forum and asks if one member of the parish council could become involved. Cllr C Jenkins offers to be a representative from the parish council. They will organise an initial meeting to discuss it. Cllr A Bucknell asks the Parish council to support the idea. All councillors agree on principle.

**Item 13 – Discuss adult fitness apparatus in our villages**

13.1 Meg Bundock explains about the outside adult fitness apparatus that are in place in parks in other areas. She will investigate the costs for the equipment and installment and provide figures at the next meeting.

13.2 Cllr J Wright offers to add item on website to get feedback from the community to help establish interest.

**Item 14 – To give permission to place silhouettes of soldiers on the green and other parish council land commemorating WW1.**

14.1 Councillors all agree to give permission to place silhouettes on parish council land. Lyneham is hosting several small events which allow the parish to receive them. Locations to be decided when it is known what they are constructed of.

**Item 15 - Exchange of Information - To receive and discuss items from Councillors for consideration on the next Agenda.**

15.1 Cllr T Webb asks clerk to send Ray Coles the annual cheque for his contribution to the village.

15.2 Cllr D Kee asks for further investigation on grass issues at Preston Lane.

15.3 Cllr L Thrussell explains that the Dementia training course for the community was a great success and everyone attending thought the course was invaluable.

15.4 Clerk has arranged for a meeting with a third company about the RAF memorial stone and will bring the quote to the next meeting.

15.5 Councillors Gill, Gomme and Webb will be clearing the play parks ready for new wet pour. Sovereign will be starting work on 16<sup>th</sup> October 2018.

15.6 Cllr C Jenkins says she will feedback information about the Youth Forum at the next meeting.

15.7 Clerk is waiting for Wiltshire Council to get back to the tree company with permission for any tree work commissioned.

**Item 16 - Date of the Next Meeting.**

16.1 The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 9<sup>th</sup> October 2018 in the St Michaels Church Hall, Lyneham starting at 7.00pm.

Signed .....  
Chairman

Date .....