

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

Minutes of the meeting held on 12th November 2019 at Bradenstoke Village Hall at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)
Cllrs: James Elford, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones,
Chris Moncrieffe

There were 11 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.

Prior to the start of the meeting, the Chairman read out a statement, a copy of which is attached to, and forms part of these Minutes.

Public Participation

- a) Wiltshire Councillor Allison Bucknell had sent a written report due to a prior commitment but she would attend the meeting later if time allowed. The Chairman read out the written report, which is attached to and forms part of these Minutes.
- b) Amy Dallimore, as the MOD representative thanked all those in the community who had attended the Remembrance Day Service on the MOD base. The base would be closed from 20th December 2019 to 10th January 2020 for the Christmas and New Year break. The Community Centre would be holding a children's clothes swap on 22nd November together with a Pediatric First Aid Awareness Course on 7th December and a Winter Craft Fair on 23rd November. Residents were welcome to attend any of these events.
- c) There were no comments from members of the public.

MINUTES

The numbering of these Minutes will follow the numbering on the Agenda.

- 1. **Apologies for Absence** received from Cllr Liam Broughton, who was in the north of England on business.
- 2. **Declarations of Interest** – Cllr James Elford stated that he may have an interest in Item 4 of the Agenda (Resignation of Timothy Webb) but he would state his interest at the time if necessary.
- 3. **Minutes of the Meeting held on 15th October 2019.** Due to a lack of a Parish Clerk at the meeting of 15th October the Minutes had been prepared from a recording of the proceedings, which was unclear in parts, so there were several corrections to these Minutes. These corrections are recorded on a separate sheet of paper, attached to and forming part of these Minutes. Subject to these corrections the Minutes were approved and signed by the Chairman.

Minutes of the Meeting held on 5th November 2019. It was noted that Cllr Antony Jones had been appointed as Clerk to this meeting. He apologised that the word "Minutes" had not been used in the title of the document. Cllr Elford wished it to be noted that "he may have had these Minutes but had not seen them". Subject to the above the Minutes were approved and signed by the Chairman.

4. **Resignation of Timothy Webb.** It was noted that this resignation had been notified to the Elections Office at Wiltshire Council. The requisite Notices would be displayed in Noticeboards when received from Wiltshire Council. The Chairman thanked Mr Webb for his long service on the Parish Council.

5. **Reports from Representatives on Outside Bodies.**

5.1 *Neighbourhood Development Plan Steering Group.* Cllr Keith Webster (as Chairman of this Steering Group) had circulated a copy of the Draft Neighbourhood Plan to all Councillors. Cllr James Elford wished it to be noted that he had not seen the document. Cllr Webster continued that it was now for the Parish Council to take ownership of the Plan so it could go forward to the statutory consultation process. Cllr Webster expressed the hope that the Steering Group could be fully involved in that process. It was Proposed by Cllr Keith Webster, seconded by Cllr Antony Jones and

RESOLVED THAT Lyneham and Bradenstoke Parish Council adopt the Draft Neighbourhood Plan.

Cllr James Elford requested a Recorded Vote, and this was carried out. The Recorded Vote paper is attached to and forms part of these Minutes.

6. **Financial Report.** The Chairman reported that the balances in the Parish Councils bank accounts were as follows:

Current Account £73,896.57

Deposit Account £38,309.83

As stated at the beginning of the meeting, it was anticipated that a full financial report would be available at the next meeting.

7. **Co-option of Mr Tim Darch.** It was proposed by Cllr Carol Jenkins, seconded by Cllr Chris Moncrieffe and

RESOLVED THAT Mr Tim Darch be co-opted as a Councillor to Lyneham and Bradenstoke Parish Council.

Cllr Tim Darch signed the Declaration of Acceptance of Office, the Chairman welcomed him and he took his place at the table.

8. **Youth Issues.** Cllr Carol Jenkins reported on the ongoing issue surrounding funding for Youth activities at the MOD Community Centre, Wiltshire Council Community Area Board would be covering the cost until the end of December 2019, after which the Area Board funding will be exhausted. The Parish Council will then have to consider whether it will fund 13 sessions between January and March at a total cost of £2,340. It was decided to revisit this funding as part of the budgeting process at the December Parish Council meeting.

9. **Councillor Training.** This training was being carried out by an officer from Wiltshire Association of Local Councils on 19th December 2019 at the Methodist Church Hall on The Green. The fee was £200 plus travel expenses for the trainer, at 45p per mile from Devizes and return, plus VAT. It was Proposed by the Chairman, seconded by Cllr James Elford and

RESOLVED that a budget of up to £300 be approved for this councilor training session.

10. **Committees, Working Groups and Outside Bodies.** The title of this Agenda item has been altered to more correctly reflect the content of the Agenda item. The appointment of Councillors to each Committee, Working Group and Outside Body, together with voting details, are listed on a separate document which is attached to and forms part of these Minutes.

11. **Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2019.** A letter from PKF Littlejohn LLP about the above subject, together with a report prepared by the Parish Clerk, are attached to and form part of these Minutes. It was proposed by the Chairman, seconded by Cllr Chris Moncrieffe and RESOLVED

1. That the Parish Clerk write to PKF Littlejohn to explain the current situation as to why the AGAR has not been provided and to ask for advice as to how to proceed.
2. To engage a suitable company to carry out a full Internal Audit on the Parish Councils administration and to so inform PKF Littlejohn.
3. To obtain three quotes for a full Internal Audit of the Parish Councils Administration and delegate the decision as to which company to employ to the Finance Committee comprising three Councillors.

12. **Request for Wayleave from SSE Power Distribution.** This request had arisen because an electricity supply is required for two houses that are to be built adjacent to the Vicarage on the Green, for which planning permission was granted some time ago. The Wayleave annual payment to the Parish Council is £19.08. However, payment could instead be made as a one-off commuted payment of $20 \times £19.08 = £318.60$. The relevant documents and a plan are attached to and form part of these Minutes. It was Proposed by the Chairman, seconded by Cllr James Elford and

UNANIMOUSLY RESOLVED that the preferred option was a one off commuted payment of £318.60.

The Parish Clerk (Proper Officer) would sign the relevant documents on behalf of the Parish Council (Standing Order 3.1) and return them to SSE Power Distribution.

13. **Electronic Equipment for the Parish Clerk's use.** The Chairman reported that the only equipment currently owned by the Parish Council was an external hard drive of questionable reliability, and a recently purchased printer. Cllr Tim Darch suggested that the necessary equipment consisting of a lap top computer, software for the laptop, external backup facilities and a mobile phone may cost in the region of £1,500 but it would be prudent to allocate up to £2,000 to allow some flexibility. This equipment would be passed onto the next Parish Clerk, when recruited, thus providing continuity of record keeping. It was proposed by the Chairman, seconded by Cllr James Elford and

UNANIMOUSLY RESOLVED that a sum of £2,000 be allocated for the provision of electronic equipment for use by the Parish Clerk to enable her to carry out her duties.

14. **Consideration of Matters Arising from Public Participation.** There were none.

15. Councillor's Observations and Request for Agenda items for the next meeting.

1. At the previous meeting, Cllr Gayna Howarth had raised the issue of poor and inconsiderate car parking outside Lyneham School. The Chairman had reported this to the Community Policing Team and they would be visiting the site and taking action.
2. At the previous meeting Cllr James Elford had reported that a bench on The Green required replacing. After having another look at other benches on The Green Cllr James Elford felt that all of the benches required either replacement or maintenance and suggested that a survey of all of the Parish Council infrastructure be carried out. Cllr Rod Gill offered to survey all the equipment in time for the December meeting.
3. The Chairman read out a letter received from the Information Commissioners Office (ICO) relating to a complaint about the Parish Council. This complaint had now been withdrawn. A copy of the letter is attached to and forms part of these Minutes.
4. Cllr Carol Jenkins would provide an update on the Youth Issues at the next meeting after the Area Board meeting on 27th November.
5. Cllr Ant Jones asked for an item on the next Agenda about liaison with MOD Lyneham.
6. Cllr Rod Gill asked when RoSPA would be carrying out their inspection of the Parish Councils Play equipment. The Parish Clerk was requested to follow this up and report back to the next meeting as well as preparing a form to record monthly inspections of the Play Equipment.
7. Cllr James Elford raised the question of registration and maintenance of the Defibrillators in both villages. The Parish Clerk was requested to find out the current situation and report back to the next meeting.

16. Next Meeting. The Chairman announced that the next Meeting of the Parish Council would be held on 10th December 2019 at 7pm at St Michaels Church Hall, Lyneham.

The meeting was closed at 8.30pm

Signed
Chairman

Date