

Draft Minutes of the Annual Parish Meeting held on Wednesday 11th May 2016 in Lyneham Church Hall commencing at 7.30pm

Those present: Attendees were asked to complete an attendance register, the following are the names recorded: Sharon Barford, Nova Pearce, Allison Bucknell, Jenny May, Paul Lambert, Richard Marshall and Philip Burchell.

Councillors Present: G Jackson-Haines, J Webb, R Selby-Boothroyd, T Webb, R Gill, J Digman, J Selby-Boothroyd, R Glover and D Lambourne.
Clerk: Jacquie Henly

- 1. The Chairman of the Parish Council welcomed all present to the meeting.
- 2. The Minutes from the previous Annual Parish Meeting held on 12th May 2015 were approved and signed as a true record.

3. Chairman’s Annual Report

The Chairman read through his report to all present. A copy of his report and the full Parish Council Report will be put on the parish notice boards, in the Library, in the office at Church Park and Lillybrook and on the Parish web site.

4. Open Forum

Richard Marshall asked the following questions relating to the proposal for the housing development at Pound Farm:

- 1. Does the Parish Council acknowledge that you have mishandled this entire matter from the very beginning, or are you in denial?
- 2. How do you justify your behaviour over the Pound Farm development for the past year? How have you demonstrated openness, transparency and accountability in local government?

The Chairman said consideration would be given to the questions and they would be answered following the meeting.

Jenny May said she would like to thank the Parish Councillors as she recognised all were volunteers and acknowledged that sometimes difficult decisions had to be made that would not always be agreed with by all members of the community. She also felt that some of the nasty comments made about the Parish Council over the last year were not deserved and wanted the hard work it carried out to be recognised.
Councillors thanked Jenny for her comments.

The Annual Parish Meeting was closed at 7.40 pm.

Signed Date
Chairman

Draft Minutes of Lyneham & Bradenstoke Annual Parish Council Meeting held on Wednesday 11th May 2016 in Lyneham Church Hall following the Annual Parish Meeting.

Councillors Present

Cllrs: Geoff Jackson-Haines, Judy Selby-Boothroyd, Richard Selby-Boothroyd, Rod Gill, John Webb, Judy Digman, Tim Webb, R Glover and D Lambourne.

There were also 7 members of the public present

Public participation included: A report from Wiltshire Councillor Allison Bucknell. A late report was received following the meeting from Sgt Donna West from the Neighbourhood Police Team. This will be made available on the Parish Council web site.

Item 1 – Election of a Chairman

1.1 Cllr Jackson-Haines was nominated as Chairman for the ensuing year, there were no other nominations and the vote was passed unanimously.

1.2 Cllr Jackson-Haines signed the Declaration of Acceptance of Office.

Item 2 – Election of Vice Chairman

2.1 Cllr T Webb was nominated as Vice Chairman for the ensuing year, there were no other nominations and the vote was passed unanimously.

2.2 Cllr T Webb signed the Declaration of Acceptance of Office.

Item 3 - Apologies for absence

3.1 Apologies were received from Cllrs Pollard and Thrussell.

Item 4 – Declaration of Interest in items on the Agenda

4.1 Cllrs Gill and Lambourne declared an interest in item 14d) on the Agenda as they have allotments.

Item 5 – Appointment of Members to the following Committees

5.1 Administration and Employment: Cllrs J Selby-Boothroyd (Lead) Thrussell, Glover and J Webb

5.2 Planning: Cllrs J Webb (Lead) Gill, Jackson-Haines, J Selby-Boothroyd, T Webb and Glover

5.3 Finance: Cllrs Jackson-Haines (Lead) R Selby-Boothroyd, T Webb and J Webb

Item 6 – Appoints of Members to the following Working Groups

6.1 Allotments: Cllrs Thrussell (Lead) Gill, T Webb and Glover.

6.2 Britain in Bloom: Cllrs Jackson-Haines (Lead) Thrussell, Digman, Gill and Lambourne

6.3 Communications: Cllrs Thrussell (Lead) Digman, J Selby-Boothroyd, Pollard and R Selby-Boothroyd

6.4 Emergency Planning: Cllrs Glover (Lead) Thrussell, Gill and T Webb

6.5 Highways and Maintenance: Cllrs Digman (Lead), J Selby-Boothroyd, Thrussell, Gill, T Webb and Lambourne

6.6 Memorials: Cllrs: J Selby-Boothroyd (Lead) T Webb, Glover and J Webb

6.7 Open Spaces: Cllrs: T Webb (Lead) Thrussell, Gill, R Selby-Boothroyd and J Webb

6.8 Young People and Families: Cllrs Thrussell (Lead) J Selby-Boothroyd, Pollard and Digman

Item 7 – Appointment of Members to Outside Representative Groups

7.1 Business Buddies: Cllr T Webb

7.2 Neighbourhood Planning (NEW-V) Cllr J Webb

7.3 Community Area Transport Group: Cllr J Webb

7.4 RWB & Cricklade Area Board: Cllrs Jackson-Haines (Lead) T Webb, J Webb and Glover,

7.5 Lyneham Village Hall Trust: Cllr T Webb

7.6 Lyneham Relief in Need: Parish Council Representative Malcolm Petch (former Parish Councillor)

7.7 Local Parish Liaison Group: Cllr J Selby-Boothroyd (Lead)

Item 8 – Appointment of Internal Auditor

8.1 Mr M Wilkins – Chairman of Hilmarton Parish Council

Items 5, 6, 7 and 8 above were proposed and approved en block.

Item 9 – Approval of Minutes from the previous meeting

9.1 Minutes from the Parish Council meeting dated Tuesday 12th April 2016 were approved as correct by all members present and signed by the Chairman.

Item 10 – Consideration of matters arising from Public Participation

10.1 Questions raised by S Palmer prior to the meeting were answered:

I am writing regarding Item 14 d) on the agenda for above meeting.

Please could you forward the following information:

Evidence of need, especially as this project will only benefit at a maximum of 40 residents out of an approx

population of 4,500 people.

We are somewhat bemused by this request. Not all projects undertaken by the Parish Council will benefit all of the residents, that does not mean they are not worthwhile projects that should not be taken forward. The wheelchair accessible roundabout recently installed in the Bradenstoke Play Park is a typical example of this.

There has been an on going request from allotment holders for a number of years for a water supply to be installed for use during the summer months.

This was backed up by a meeting of allotment holders that was held in January 2016.

This project was approved by the Parish Council at the February 2016 Parish Council meeting using money available from surplus funds.

Where the water supply is to be connected to?

The water supply will go directly to a water trough on the allotment grounds that tenants will be able to access the trough with a watering can.

How the Parish Council are going to charge individual allotment holders for the use of the water?

The rent paid by the Tenants will cover the cost of the water supply, after the first years use is monitored the rents will be adjusted accordingly.

Are there to be individual standpipes or a single one for multiple use, if so where is that to be situated?

This question is partly answered above. The water supply will be limited to the hot summer months only and be controlled by a lockable stopcock, which will remain under the control of the Parish Council.

Is there a project plan that can be distributed to residents?

There is no written project plan but if there is any more information you require we will be happy to try and help.

On another note, where can a copy of Parish Council minutes be found in Bradenstoke?

Up until recently the Minutes have not been available as a hard copy in Bradenstoke. We have however now arranged for a copy to be held in the Site Offices of both Lillybook and Church Park – They are also available and always have been on request from the Clerk.

Item 11 – Clerks Report

11.1 Responded to questions asked by Nigel Nunns and Richard Marshall at the April Parish Council meeting – questions and responses below:

NIGEL NUNNS:

Ref the letter to Wiltshire Council in support of the Gleeson development and the Gazette and Herald quoting the Chairman as saying “We were told we had to write this letter”

Question 1

Who told the Parish Council they had to write this letter?

Question 2

Where is the Parish Council’s evidence for its Chairman’s assertion that the Parish Council had to write this letter?

We propose to give a full explanation which answers both these questions. Lyneham and Bradenstoke Parish Council became aware during March 2016 of the growing tension in sections of the community regarding the proposed application for up to 111 new homes on Pound Farm land. As Parish Council members could see the benefits for the Parish, should the application be approved, they were concerned that residents opposed to the application may interpret the support of the Council incorrectly as support for Cllr T Webb. Therefore enquiries were made with a senior planning officer at Wiltshire Council regarding the protocol for making a declaration of interest owing to members’ association with Cllr T Webb.

At the Parish Council meeting in January 2016, when the application was first officially discussed, members had agreed that they felt it best to refrain from making comment, instead expressing a wish that our Wiltshire Councillor call the application in for a planning committee from Wiltshire Council to make the decision, one of the options available in such circumstances under current protocols. Unfortunately this did not happen.

Following the January meeting we received further advice by e-mail from the senior planning officer that provided “the proper protocols in terms of interested parties have been followed there is no reason for the Parish not to comment on this application.”

Members were then made aware that some residents opposed to the application felt let down by the Parish Council having not given a response to Wiltshire Council. Owing to the increasing pressure from residents for the Parish Council to make their position clear, to the evidence that a number of residents support the proposal, and the advice that had been received, when Wiltshire Council extended the date for consultation until the end of March it was agreed that comments from the Council should be submitted.

In answer to questions 1 and 2, the Chairman’s statement, as reported in the local newspaper, was a summary of the overall effect of the factors described above, that is the Council came under extreme pressure to write a letter to the planning authority.

Reference the above letter in the interest of openness and transparency

Question 3

When did the Parish Council compose this letter?

Question 4

Who was present at the meeting which composed this letter?

In answer to questions 3 and 4, Wiltshire Council notified the Parish Council on 17th March 2016 that the date for comments on this application was being extended.

A date for a meeting had to be arranged at short notice, maximising the number of members that could attend. During making those arrangements all members, with the exception of Cllr T Webb, were asked to put forward comments they felt should be noted in the response from the Parish Council. No informal meeting was held but

the Clerk composed a draft letter and circulated to members before the meeting ready to be considered for approval.

RICHARD MARSHALL:

Reference the letter dated 29th March to Wiltshire Council in support of the Gleeson development, previously the Parish Council repeatedly refused to state their position on grounds of conflict of interest due to association. For example in Minutes dated 12th January 2016 Items 2.1 and 10.6

Question 1

For the record, was Councillor Tim Webb, the owner of Pound Farm and also Vice Chairman of Lyneham and Bradenstoke Parish Council present at any informal meetings where the proposed Gleeson development at Pound Farm was discussed?

Cllr T Webb has shown nothing but complete integrity since the time the proposal was first brought to the attention of the Parish Council. He has not attended or participated in any Parish Council meetings in which the proposed development has been discussed.

Lyneham and Bradenstoke Parish Council routinely make a digital recording of their Public Meetings

Question 2

Where can the public view these recording?

The meetings have been recorded, as authorised by the openness of local government bodies regulations 2014, since the unfortunate incident where the Parish Council was forced to close a meeting before the end of business, owing to the disruptive behaviour of some members of the public.

Since recordings are made as a protection for members in case of further disruption at meetings and are also sometimes used to clarify points in preparation of meeting minutes, they are erased as soon as possible after meetings and therefore not available for public viewing.

Questions 3 & 4

Who wrote the Parish Council Notes of the 14 April 2015?

Who authorised their publication as an official Parish Council document?

The notes referred to have been published for over twelve months. It is neither appropriate nor relevant at this distance either to dispute the record or to explore the detailed method of its compilation. We can however confirm that following closure of the meeting in April 2015 and criticism made of the Parish Council following the presentation, Council Members thought it was important to give an account of the presentation from Gleeson in the form of a report to residents who were unable to attend. This was for two reasons, to keep residents informed of the 'facts' that were presented and to confirm that scaremongering tactics that had occurred prior to the presentation were unjustified. Councillors wanted to reassure some vulnerable members of the public who had become very unsettled after receiving false information.

If there is a specific reason for asking these questions then the Parish Council would be happy for the matter to be discussed with the questioner in a private meeting with the relevant committee of the Council.

11.2 Organised the April Lyneham and Neighbouring Parishes Liaison Group meeting.

11.3 Submitted the Best Kept Village application forms for Lyneham and Bradenstoke.

11.4 Ordered the new bus shelter for Preston Lane in Lyneham and arranged the removal of the existing shelter.

11.5 Contacted Cllr Bucknell regarding the request from British Solar Renewables to inform her that the Parish Council will require further information in the form of a hydrological survey before approving consent for the proposed swales to be connected to the Parish Council ditches. Circulated Cllr Bucknell's response to Councillors for discussion at the May meeting.

11.6 Circulated copies of the Lyneham and Bradenstoke Emergency Plan.

11.7 Prepared the end of year accounts ready for the external auditors.

11.8 Arranged for the end of year accounts to be checked by the internal auditor.

11.9 Submitted the end of year VAT claim form.

11.10 Contacted Thames Water for a quote for the installation of a water supply to the Allotments in Bradenstoke.

11.11 Met with a representative from Sovereign Play Systems to discuss some of the issues that arose during the installation of the new equipment at the play park in Bradenstoke.

11.12 Received questions from S Palmer re the supply of water to the allotments. Questions will be answered during question time at the May Parish Council meeting.

11.13 Signed off the installation of the new bus shelter in Preston Lane.

Item 12 – To receive reports from Working Groups, Committees and representative members of outside bodies

12.1 Report from the Allotment Working Group:

There is currently one allotment available to rent.

12.2 Report from Communications Working Group:

Contact has been made with advertisers and local groups requesting information for the Summer Edition of the Parish Magazine.

12.3 Report from Young People and Families Working Group:

Further delays were imposed regarding the installation of the wheelchair accessible equipment to be installed at the Bradenstoke Play Park. The work has now finally been completed.

12.4 Report from Britain in Bloom Working Group:

a) Plants are doing well in the poly tunnels.

b) Plans for the flower display in lay by between Lyneham and Bradenstoke and the tubs around the welcome signs are to be sent to WC for approval.

- c) Posters have been put in notice boards and delivered to local businesses to encourage people to get involved with the preparations.
- d) The Afternoon Tea organised by members of the Church raised £216.00. £100.00 was donated to the Britain in Bloom Funds.
- e) The Britain in Bloom working group are working closely with the School. The children will be participating in a poster colouring competition and the grounds of the school will be visited on judging day.
- f) The flower basket scheme has proved to be a big success, with many of the local businesses agreeing to participate.
- g) Invitations for all those that have participated in preparation for the competition will be invited to attend an afternoon tea on the judging day.
- h) Rather than visiting individual gardens this year, due to time constraints photo's will be included in the portfolio given to the judges, this is on the advice of South West in Bloom Secretary.
- i) Work has started again in the Churchyard, an area has been made for composting the grass cuttings rather than having them dumped where area's have already been cleared.
- j) Approaching this busy time there are still many jobs that require volunteers: planting, potting on, painting of boards for behind the flower beds etc.
- k) Pampas grasses removed from the flower beds are to be re-planted on the ground, once it has been cleared, close to the Indian Restaurant.
- l) A sub-committee will be working on producing the portfolio and route for the judges.

12.5 Report from Councillor J Webb re The Neighbourhood Plan:

The NEW-V meeting held on Wednesday 13th April confirmed that things are finally moving forward. Lydiard Millicent PC, Broad Town PC and Tockenham PC have already passed the correct motions to allow Purton and Lyneham and Bradenstoke Parish Council to leave the NEW-V group and to continue with it individually. Clyffe Pypard and Bushton have agreed to do the same but forgot to pass the formal motion. Unfortunately Lydiard Tregoze are still to make up their minds as to what they want to do. Once I receive the minutes of Wednesday 13th meeting we should be in a position to send in our application for neighbourhood status. I will get confirmation of this from Carolyn when they are sent out. We will need to send in the application that we have worked on, with a copy of the above NEW-V minutes, and our Parish Council minutes where we voted to leave the NEW-V group.

12.6 Report from Councillor J Webb re CATG:

- a) A request has been made regarding issue no 4465 to have signage warning that the road narrows that would be visible from the junction of the B4069 and the C129.
- b) The cats eyes left on the side of the Chippenham Road have been reported to Martin Cook of Wilts Council photo's and a description of where they are have been sent to Martin.
- c) An issue through the CATG issue system has been raised to investigate the possibility of having a crossing on the A3102 near Edmonds Garage site. However Steve Hinds thought that it was an interesting problem, and took the map away with him saying that he would look into what is possible and get back to us with some rough costings.

Financial implications, unknown until Steve gets back to us, but expected to be significant.

- d) There has been a change of opinion in the group and speed limit reviews are back on the table, and I was asked by the Chair to submit a new issue based on our long standing issue no 1860, which asked for a speed limit review on the C129 into Bradenstoke. This was closed about six months ago when Wilts Council said that they wouldn't put a metro count on any road with a speed limit above 40mph.

Action, I am happy to put in a new CATG issue request as I have all the details going back almost ten years, if the Council are happy for me to do so.

Financial implications, a speed limit review costs about £3000.00, and if the road is approved for a reduced limit, up to another £3000.00, of which we would be expected to supply 50%, So a total cost to us of a maximum of £3000.00.

- e) Issue 4465 HGV's following SAT NAV's into Bradenstoke and getting stuck. We are not the only Parish or Town with this problem, and in general it was felt by the group that there is little a CATG can do about this problem.

I have looked at the signage on the road again and noted that, although there is a road narrows sign on the road, it is not visible until one is already turning into the Hollow Way. EG HGV's are already being funnelled into the narrow lane before they get any warning.

I have written to Bob Jones, the current Chair of the CATG, asking if there could be a warning sign that is visible at the junction of the B4069 and the C129, to deter large vehicles mistakenly turning off of the main road.

Financial implications, If approved we may get charged around £200.00 for the new sign, unless they just decide to move the existing one.

- f) Work is scheduled to begin on the footpath with dropped kerb at the entrance of the C129 into Bradenstoke, on June the 6th this year, it is pencilled in as ten days work.

Actions, none needed by us.

Financial implications, when done we will finally have to hand over the money we have had earmarked for this project.

12.7 Following approval of the above reports the Chairman explained we had received a recent report in the form of a Technical Note from WYG a project management and consultancy business regarding the proposed swale to be connected to the drainage ditch by the Allotments in Bradenstoke. It appears from this report that WYG do not regard it necessary to provide the proposed swales. He therefore proposed we resolve to write to British Solar

Renewables suggesting that given the historical evidence of flooding in that area and the recommendation of WYG that the swale is not required, that they wait until this time next year to see what effect there may be from the routine clearing of the ditches that run alongside the allotments, which is planned to be undertaken during the next few months. The proposal was agreed.

Item 13 – To receive a progress report on the Neighbourhood Plan

13.1 Cllr J Webb reported that he was hoping to have further news from Lydiard Tregoze on their decision whether to remain in the NEW-V Group for this meeting, but unfortunately he had not heard from them. The Chairman invited Cllr Bucknell to share information and she confirmed that she had been told they were intending to leave the group.

13.2 Cllr Webb advised that this meant Lyneham and Bradenstoke could now submit the application to become a designated Neighbourhood Area.

Item 14 - Finance

14.1 Account Balances inclusive of all cheques written and deposits made - Current Account £35273.21

Deposit Account £58164.42

14.2

Cheque No	Payee	Amount
631	J Henly – Clerks Salary April	547.58
632	Wendy Andrews – Plants/compost/posters/paint - BinB	688.92
633	WALC – Annual Subscription	941.95
634	Thames Water – Public toilets	18.46
635	Wendy Andrews – Plants/compost/paint/boards - BinB	366.30
636	Locksmart – Opening of notice boards following loss of key	85.00
637	B & C Shelters – Bus Shelter	4018.80
	Money Received	Amount
	Britain in Bloom donations and baskets	198.00
	Precept & Grant	22098.39
	HMRC - VAT Refund	7507.19

14.3 The purchase of 3 benches and materials for the installation was approved for The Green in Lyneham up to a total value of £2500.00.

14.4 It was resolved to approve an order for the connection of a water supply to the Allotments in Bradenstoke up to a total value of £3000.00.

14.5 The Annual Governance Statement for the external auditors had previously been circulated to members and was approved and signed by the Chairman and Clerk.

14.6 The Annual Accounting Statement and Accounts for the year ending 31st March 2016 had previously been circulated to members and were approved and signed by the Chairman.

Item 15 - Planning

15.1 An update on planning applications had previously been circulated to members

15.2 Planning application 16/03354/FUL – Rear extension – 75 Southview, The Green, Lyneham was considered. There were no objections to the extension but concerns were raised over putting in the new access. Although the new access may improve the parking for the property it may cause problems for other residents.

15.3 Planning application 16/04012/TPO – 20% crown reduction to Beech tree – 2 Hebert Ludlow Gardens was considered. There were no objections.

15.4 Planning application 16/03781/CLE – Certificate of lawfulness for existing lean to extension to front elevation and conversion of garages to living accommodation – 110 Hollow Way, Bradenstoke was considered. There were no objections.

Item 16 – Exchange of Information

16.1 Cllr J Selby-Boothroyd reported that a bin had gone missing from close to the bus shelter next to Edmonds Garage. Information will be sought from WC as to why bins are being removed from the village. This is the second one to have disappeared in the last few months.

16.2 Cllr Lambourne raised a concern over the amount of litter throughout the village. This appears to have increased since the MoD School opened. It was agreed contact would be made with the MoD to see if they could encourage students to be more thoughtful and to dispose of their litter more responsibly.

Item 17 – Date of the Next Meeting

17.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 14th June at Lyneham Church Hall at 7.00pm.

Item 18 – Exclusion of the Press and Public to the Meeting

18.1 A resolution was passed to exclude the press and public from the meeting in accordance with section 1 of the public bodies Admissions to Meetings Act 1960. To determine two issues which Wiltshire Council have deemed as confidential.

The meeting was adjourned at 8.15pm

Signed Date
Chairman