



## 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

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council  
held remotely using Microsoft Teams on Tuesday 13<sup>th</sup> April 2021  
commencing at 7:00pm.

**MEMBERS PRESENT:** Councillors Frank Ball [FB], Antony Jones [AJ], Mike Robertson [MR], Daniel Beare [DB] and Ron Glover [RG2]

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

**CHAIR:** Frank Ball

**APOLOGIES:** Rod Gill [RG1], Shendie Green [SG]

Meeting Opened 7:20pm

CM21/001 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies received from Rod Gill and Shendie Green.

CM21/002 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None Received.

CM21/003 **MINUTES OF THE PREVIOUS MEETINGS FOR 16<sup>TH</sup> MARCH 2021**  
Proposed RG2 Seconded FB. Passed.

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 16<sup>th</sup> March 2021 are a true reflection of the decisions made.**

Minutes will be signed by the Chairman at the first physical meeting of the Parish Council.

Note: DB raised the issue that Agenda item 3 stated 9<sup>th</sup> March, the meeting (and motion to approve) was for the correct date of the 16<sup>th</sup> March.

CM21/004 **MINUTES OF THE PREVIOUS MEETINGS FOR 31<sup>ST</sup> MARCH 2021**  
Proposed RG2 Seconded FB. Passed.

**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 31<sup>st</sup> March 2021 are a true reflection of the decisions made.**

Minutes will be signed by the Chairman at the first physical meeting of the Parish Council.

Note: The majority of the meeting was held in Confidential Session. The minutes will be redacted before placing on the website.

- CM21/005      **TO RECEIVE A PRESENTATION FROM GIGACLEAR**  
Gigaclear not in attendance.  
Proposed to defer.  
Proposed FB Seconded RG2. Passed.  
Agenda Item deferred.
- CM21/006      **TO RECEIVE AND DISCUSS THE WAYLEAVE NOTICE FROM GIGACLEAR**  
Gigaclear not in attendance.  
Proposed to defer.  
Proposed FB Seconded RG2. Passed.  
Agenda Item deferred.
- CM21/007      **PLANNING COMMITTEE**
- CM21/008      **To Receive an update from the Planning Committee**  
No Planning Committee meetings since the last Full Council meeting.
- CM21/009      **To Receive the Monthly Planning Report**  
Update Received.  
No new or completed applications since the last meeting.  
EM updated that she had circulated items related to potential issues with the application for the White Heart development. EM had sent the concerns to Wiltshire Council Planning and Open Spaces teams and the plans have since been withdrawn pending review.
- CM21/010      **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM21/011      **Flower Beds Working Group**  
FB gave an update in SGs absence.  
No orders placed due to good condition of current flowers.  
Barry Holman has been advised to proceed with as per agreed budget on the wildflower area on Chippenham road.  
Awaiting replacement of planters [RG2 will be making and donating replacements]  
Waiting for confirmation that accounts have been setup to order materials.
- CM21/012      **Allotment Working Group**  
RG2 updated that the ditch is mostly now dry, and it has been extended towards the sheds by around 2.5m.  
The noticeboard may need varnishing; RG2 will take care of this.
- CM21/013      **Open Spaces Working Group**  
Currently putting in a new drain at the playing area at Bradenstoke. Planning has been applied for.



- CM21/014      **Neighbourhood Development Plan Update**  
The plan is currently being reviewed. Referendum is expected towards the end of May.
- CM21/015      **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
Update from the meeting attend by MR is available on the website.  
Inspector Gill Hughes, Trowbridge, has been appointed as the lead for Dog Thefts in Wiltshire. Dog Thefts have not increased, just more aware.  
There has been an increase in anti-social behaviour.
- CM21/016      **SID Working Group Update**  
MR updated that committee has met and has also been engaging with the Police to determine siting of any SID.  
More information is available on the website.
- CM21/017      **War Memorial Working Group Update**  
FB read out the report from SG in her absence and is available on the website.  
Project has been delayed awaiting engagement from Historic England.  
Historic England (HE) has now engaged. A cost is being investigated for hot-lime cleaning as per HE suggestions.
- CM21/018      **Emergency Plan Working Group Update**  
MR updated that the plan is mostly complete with areas of responsibility to be completed.
- CM21/019      **TO REVIEW AND AGREE THE FORMAT FOR THE ANNUAL PARISH MEETING IN MAY**  
Proposed FB Seconded AJ. Passed  
Parish Meeting to be held on the 11<sup>th</sup> May 2021  
Council AGM to be held on the 18<sup>th</sup> May 2021  
**IT WAS RESOLVED THAT the Annual Village/Parish Meeting be held on the 11<sup>th</sup> May 2021, and the Council AGM on the 18<sup>th</sup> May 2021. Venue to be confirmed (virtual or physical) depending on COVID.**
- CM21/020      **TO REVIEW AND AGREE THE STATEMENT OF WORK FOR GRASS CUTTING IN LYNEHAM AND BRADENSTOKE**  
Proposed FB Seconded RG2. Passed.  
**IT WAS RESOLVED THAT the Statement of Work for Grass Cutting be accepted.**  
Action: EM to seek quotes for work against the Statement of Work.
- CM21/021      **TO REVIEW AND AGREE THE STATEMENT OF WORK FOR THE CLEANING OF THE PUBLIC TOILETS IN LYNEHAM AND BRADENSTOKE**  
Proposed FB Seconded MR. Passed.

**IT WAS RESOLVED THAT the Statement of Work for the Cleaning of the Public Toilets in Lyneham be accepted.**

Action: EM to seek quotes for work against the Statement of Work.

CM21/022 **TO REVIEW AND AGREE THE PROGRAMME FOR CLEANING OF THE BENCHES AND PLAY EQUIPMENT IN LYNEHAM AND BRADENSTOKE**  
Proposed FB Seconded AJ. Passed.

**IT WAS RESOLVED THAT the Open Spaces (Parish Council) Group draw up a Statement Of Work to cover the cleaning of the benches and play equipment in Lyneham and Bradenstoke.**

Open Spaces group will bring the Statement back to the Parish Council

CM21/023 **TO DISCUSS AND AGREE TO CONTINUE THE MEMBERSHIP WITH WALC/NALC AT AN ANNUAL FEE OF £1092.50**  
Proposed FB Seconded RG2. Passed.

**IT WAS RESOLVED THAT the Membership of WALC and NALC be continued at the presented cost.**

CM21/024 **TO DISCUSS AND AGREE NO PARKING SIGNS FOR THE VERGE IN BRADENSTOKE AT A COST OF £7.40+VAT PER SIGN**  
Proposed FB Seconded AJ. Passed.

**IT WAS RESOLVED THAT the signs be purchased.**

CM21/025 **TO DISCUSS AND AGREE IF A SIGN IS NEEDED FOR THE WILDFLOWER LAYBY AT A COST OF £43.49 VAT INCLUDED**  
Proposed FB Seconded RG2. Passed.

**IT WAS RESOLVED THAT the sign be purchased.**

Design of the sign is on the website.

CM21/026 **TO DISCUSS AND AGREE THE REPLACEMENT OF THE FLOWERBEDS NEXT TO THE BRADENSTOKE NOTICE BOARDS**  
RG1 has offered to make the flowerbeds as a donation. RG1 and SG will work together to confirm placement, size, and finer details.

CM21/027 **TO DISCUSS AND AGREE THE INSURANCE CLAIM REQUEST FOR FLOODING IN BRADENSTOKE**  
Proposed FB Seconded MR. Passed.

**IT WAS RESOLVED THAT Council pay for the damage to the resident's fridge directly at a cost of £330 rather than pursue a claim through insurance.**

CM21/028 **TO RECEIVE FOR INFORMATION THE CLERKS REPORT.**  
Audit currently underway

Additional CIL money has been received that was not identified on the original CIL/S.106 report. An update will be shared shortly



**CM21/029 FINANCE MATTERS**

**CM21/030 To Receive for information, Disbursements made since the last meeting**

Received.

Disbursements are attached to and form part of these minutes.

**CM21/031 To Receive the Bank Reconciliation**

Received

Reconciliations are attached to and form part of these minutes.

**CM21/032 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Thank you received from St Mary's church for the payment for the grass cutting

**CM21/033 TO CONSIDER ITEMS OF MAINTENANCE**

No progress on following up on the bus shelter repairs.

Waiting on Steele Davis to provide a date regarding the upgrade of the bench on the Green funded by a local family

**CM21/034 KEY MESSAGES**

Statement of Persons Nominated will be placed on the website

FB reminded prospective Councillors that they do not become Councillors until the 10<sup>th</sup> of May and are required to sign the declaration of office. Until that time, they are not representing the Parish Council.

All communications should come through the Parish Clerk

DB thanked the other Councillors for their support during his time on the Council. DB will not be standing for the election. FB thanked DB for his time and efforts on the Council.

**CM21/035 NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 18<sup>th</sup> May 2021 time, venue and delivery method will be communicated in due course.

The Annual Village/Parish Meeting will be held on Tuesday 11<sup>th</sup> May 2021, time, venue and delivery method will be communicated in due course.

Meeting Closed 8:45pm

## Summary of Public Participation Section

Parish Council Chairman, Cllr. Frank Ball opened the meeting at 7:02pm and invited participation from the public.

### **Report from Wiltshire Council**

Wiltshire Councillor, Allison Bucknell updated:-

COVID rates are falling. Libraries and Leisure Centres are now opening. Lyneham Library has unfortunately not reopened yet.

The food programme for students on Free School Meal and Pupil Premium has seen good take-up.

Well-being hub is busy

Elections on May 6<sup>th</sup> for Unitary and Police & Crime Commissioner

Post Box at Bradenstoke Junction: Looking at potentially moved to a new location, but this is not supported by the owners of Lillybrook estate. Waiting on confirmation.

Cars parked at the White Heart are legitimate, not a COVID gathering.

Greenfields estate: Application is in to discharge conditions and hoping to start work in May

Cllr Bucknell thanked everyone for everything they do.

### **Report from the MOD**

Major Iain McDavid from the MOD

Soldiers are returning from easter leave. COVID restrictions are in place.

MOD has done a litter pick around the villages and will continue to monitor.

Major McDavid did take a look at Bradenstoke around the dog-park, playground and allotments and hope to have news soon.

### **Royal Wootton Bassett Police Report**

No report available before this meeting, there is nobody in post at this time.

### **Other Public Items discussed**

Questions received are available on the website.

One email from a Parishioner regarding litter-picking. This message was also sent to the MOD who have also now performed a little pick.



Second email was from a Parishioner regarding the flower beds around the noticeboard. FB updated to say that the notice boards will be re-positioned so the flower beds will not affect the accessibility of the boards themselves.

A third question was regarding the tarmacking of the entrance to the Bradenstoke Play Park. There are questions regarding the ownership of land, and these are being researched at present.

A fourth question was regarding the cleaning of the benches and this will be dealt with in the main meeting agenda.

A fifth question was regarding the football pitches at Slessor Field in Lyneham. This is related to land owned by the MOD and the question will be forwarded to them.

Major McDavid offered to help, EM will send the details on.

All supporting documentation is available on the Parish Council's website for the relevant meeting, or via the Clerk.

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

Signed

*Antony Jones*

Date

19th May 2021



LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING 13<sup>th</sup> April 2021  
ON-LINE PAYMENT SCHEDULE

Reference or Cheque No	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
2010080	16.03.2021	Hooper Deacon		Allotment Payment	£18.00	
2010081	31.03.2021	Malin		Allotment Payment	£18.00	
2010083	31.03.2021	Marshall		Allotment Payment	£18.00	
Payments						
2010082	31.03.2021	Unity Trust Bank		Quarterly Charge	£18.00	
2010084	31.03.2021	Liam Broughton	E0800DYHIS	Microsoft Teams March	£11.28	Y
2010085	31.03.2021	Liam Broughton	E0800E2P5X	Microsoft Teams March	£3.60	Y
2010086	31.03.2021	Liam Broughton	E0800DYNG6	Microsoft Teams March	£36.48	Y
2010087	31.03.2021	Liam Broughton	E0800E2Q2B	Microsoft Teams March	£21.12	Y
2010088	31.03.2021	Elizabeth Martin	March	Salary	***	
2010089	31.03.2021	Charlton Baker	39981	Payroll Management Quarterly Fee	£43.75	Y
2010090	31.03.2021	HMRC			***	
2010091	31.03.2021	Lemon Gazelle	333	NP Website Hosting and Maintenance March	£50.00	
2010092	31.03.2021	E-ON	H199BB185E	Electricity Bill 14 Feb 2021 – 14 Mar 2021	£32.72	Y
2010093	31.03.2021	SJ Aplin	3880	Playground Repairs/Maintenance	£819.60	Y
2010094	31.03.2021	Kevin Iles	3218	10.1-10.3, 10.6-10.11	£2600.00	
	31.03.2021	Kevin Iles	3218	Extra approved by under Financial Regulation section 4.1 Sandbags supplied and labour	£60.00	
2010095	31.03.2021	PCC of Lyneham	Grant	Graveyard Grant for Maintenance	£2000.00	
Forthcoming Approved Payments (not included on Reconciliation)						
2010096	09.04.2021	NEST	March	Pension Payment February	***	

Approved .....  
PLEASE PRINT NAME – Cllr Frank Ball  
Minute Number –

Approved .....  
PLEASE PRINT NAME

\*VAT INCLUDED

AJ

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 3 - Current Bank A/C (UTB)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank 20427715	04/03/2021	10	29,164.09
			<u>29,164.09</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
06/03/2021 2010073 Cllr. Liam Broughton	37.21		
06/03/2021 2010074 Cllr. Liam Broughton	11.28		
06/03/2021 2010075 Elizabeth Martin	1,612.04		
06/03/2021 2010076 Lemon Gazelle	50.00		
06/03/2021 2010077 Eon Elecricity	57.03		
06/03/2021 2010078 RKM Construction	456.25		
			<u>2,223.81</u>
			26,940.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,940.28
		<b>Balance per Cash Book is :-</b>	<b>26,940.28</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 3 - Current Bank A/C (UTB)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank 20427715	31/03/2021	11	26,899.02
			<u>26,899.02</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
06/03/2021 2010074 Cllr. Liam Broughton	11.28		
31/03/2021 2010084 Cllr. Liam Broughton	11.28		
31/03/2021 2010085 Cllr. Liam Broughton	3.60		
31/03/2021 2010086 Cllr. Liam Broughton	36.48		
31/03/2021 2010087 Cllr. Liam Broughton	21.12		
31/03/2021 2010088 Elizabeth Martin	1,055.44		
31/03/2021 2010089 Charlton Baker	43.75		
31/03/2021 2010090 HMRC	277.20		
31/03/2021 2010091 Lemon Gazelle	50.00		
31/03/2021 2010092 Eon Electricity	32.72		
31/03/2021 2010093 S J Aplin Playgrounds Ltd	819.60		
31/03/2021 2010094 Kevin Iles	2,660.00		
31/03/2021 2010095 PCC of Lyneham	2,000.00		
			<u>7,022.47</u>
			19,876.55
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2021 2010081	18.00		
31/03/2021 2010083	18.00		
			<u>36.00</u>
			19,912.55
<b>Balance per Cash Book is :-</b>			<b>19,912.55</b>
<b>Difference is :-</b>			<b>0.00</b>

AJ

Date: 12/04/2021

Lyneham & Bradenstoke Parish Council

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Time: 13:34

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 4 - Deposit Account (UTB)**

User: ANNK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - 20427728	31/03/2021	8	88,630.00
			<u>88,630.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,630.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,630.00
		<b>Balance per Cash Book is :-</b>	<b>88,630.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

AJ

## Email from a Parishioner– 26.03.2021

*Dear Sir/Madam, I have been litter picking in my area of lyneham village, Tescos and takeaways to just by the church. Along the road towards the camp and opposite all the way down to Slessor Road. Then inside the hedge row from Slessor back to Preston Lane, down the road both sides of the school and along Pintail to the play area in the officers quarters. Another area I have been picking is Pintail field and the field the other side of the hedge to what I have been told doesn't belong to anybody and have no picked up approx 40 bags of rubbish. I feel that this is unhealthy for our population and especially the children and pets that use these areas, Is there anything that can be put out about the problem to everyone in the village? Also, below is a list of the main items I have been finding amongst this litter: a. Dog poo bags just thrown away anywhere and especially the hedge at the bottom on Pintail as it has been used lately as a pootree . Could we please have some more Dog bins/litter bins placed down Preston Lane, along the top of Pintail field and maybe one by the barriers at the bottom of Pintail that leads through the hedge to the field and onto Preston Lane opposite Victoria Drive. b. There has also been cases of owners letting their dogs poo on the inside of the hedge of the Officers quarters opposite the school and on Pintail field. They just don't seem to care. c. I have informed the Wiltshire Council about the smashed window in the bus shelter opposite the camp and as yet nothing has been done about it. This is also a place where a lot of fag ends and other litter has been placed. A lot of it I found behind the shelter and there is still quite a bit buried. Is there any possibility of a bin being placed there as well please? d. Virtually every day I FOD plod down the road towards the camp and up to the shops and, the main rubbish as always, appears to be smoking orientated. I wouldn't mind but, there are at least five bins from Tesco's to the camp gates. I am not saying all the rubbish is military but, I suggest the majority maybe as the are back and forth from that area. Is there a liaison between the Parish Council and the camp who could look into this please? e. The officers quarters as I am sure you are aware are used as a walk through from Slessor/Melsome and the officers quarters to the school and back and, for a quick route to the other estates. I feel that a lot of the rubbish being thrown might stop if bin was placed by both the crossing on Preston Lane opposite the school. f. I cleaned up the children's play in the middle of the officers quarters as best I could and found many bottles either whole or broken in the bushes. I also discovered a used military pyrotechnic in the hedge row by the fenced off circular children's play*

*area. I have handed this over to the camp guardroom for proper disposal. a couple of questions I would like to finish with is, do the shops own the land in front of their businesses and if so why are they not cleaning those areas as when I started litter picking there it was disgusting? If they do have responsibility for these areas could they be informed that it is there job please? And my second question is if the married quarters are the MOD's property, why are they not cleaning the mess up themselves? I hope I don't come over in a nasty way as I do not mean to be but, I as a lot of residents, including yourselves have lived in this wonderful village for quite a while now and it frustrates me to see the mess and irresponsibility of some people to bring this village down.*

### Email Response from the MOD – 26 March 2021

Many thanks for the email.

Last weekend when walking my dog I met Mr Holden whilst he was commendably collecting litter from the hedge rows. I introduced myself and also said thanks for the job he was doing. We have a Facebook page for the military families living in Lyneham (MOD Lyneham Military Families) where our Padre has kindly organised a 'litter picking wobble' from Mon 29 Mar to Fri 2 Apr 21 in an effort to collect the litter on the patch which has been made worse by recent winds. Our Regimental Sergeant Major is also aware of this matter.

The majority of our soldiers have now departed MOD Lyneham on leave for the next two weeks therefore please bear with me and I will endeavour to reply to you with a more formal script soonest.

I will also comment during our next parish council meeting if need be.

### Email from a Parishioner 9 April 2021

AJ

- 1. Item 15 (replacement of flowerbeds next to the Bradenstoke notice boards) on the agenda: Will this impact the planned works on making the noticeboards accessible and the latest update on this?*
- 2. The Bradenstoke play park entrance – when are you looking at tarmacking the entrance again as the big potholes make this hard for the disabled and very young to enter the playpark (see previous*

*pictures I've sent as part of old play park inspections). Also, no parking signs for the entrance to the playpark.*

3. *Item 11 (to review and agree the programme for cleaning of the benches and play equipment) – I think this is a great idea to outsource this to maintain the council assets.*

#### Email from a Parishioner – 9 April 2021

To whom it may concern I am writing about the football pitch on Slessor field Lyneham

The goal areas have suffered from lots of erosion meaning that there is now a large rut in the goal areas this means that's between the goals is very hard to use because of the holes you have to be careful not to fall over meaning playing in a match there is very hard.

Referred to the MOD as they are the owners of the land

AJ