

# LYNEHAM AND BRADENSTOKE PARISH COUNCIL



## 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: 01225 864240  
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

9<sup>th</sup> September 2021

To: **Members of Lyneham and Bradenstoke Parish Council**

Cc: Wiltshire Councillor for Lyneham

Dear Councillor,

You are summoned to attend the meeting of Lyneham and Bradenstoke Parish Council to be held on Tuesday 14<sup>th</sup> September 2021 at 7:00pm at Bradenstoke Village Hall for purposes of transacting business as set out in the Agenda below.

The meeting will be held at Br Village Hall and REMOTELY (for non-Councillors and Public) using Microsoft Teams.

Due to the current COVID restrictions and the availability of space for the public the Council asks that non-Councillors, where possible, attend on-line.

COVID restrictions will be in place on the evening, your attendance at the Village Hall will require you to register with the Council for Track and Trace.

To avoid capacity issues, you are asked to confirm your attendance with the Parish Clerk before the meeting. The Council will restrict attendance in accordance with COVID and Health and Safety guidelines.

For Members of the Public wishing to observe the meeting online they may do so at the following address

<https://bit.ly/38WDYbw>

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting. The Wiltshire Councillor for Lyneham, the press and public are invited to attend.

**A public participation section will precede** the main Council meeting for up to fifteen minutes, three minutes per person. No decisions or arrangements will be made on items raised in this section unless the issue is listed on this Agenda. The main Council Meeting will commence following this session

Members of the public wishing to ask a question regarding an Agenda item are asked to submit it to the Parish Clerk at least 48 hours before the meeting by email to [parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:parish.clerk@lynehamandbradenstoke-pc.gov.uk)

If the member of the public does not use email, then the question should be mailed to the Parish Clerk at the above address. The question will be read out at the meeting and, if possible, an answer will be given at the time. If that is not possible then a written reply, either email or post, will be given after the meeting.

This is normal procedure for regular meetings. All questions received will also be posted to the Parish Council website before the meeting commences. Website address - [www.lynehamandbradenstoke-pc.gov.uk](http://www.lynehamandbradenstoke-pc.gov.uk)

Yours sincerely,  
**Elizabeth Martin**  
Parish Clerk



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## **PUBLIC PARTICIPATION**

- a. Report from the Wiltshire Council Member for the Lyneham division
- b. Report from MOD Lyneham.
- c. Report from PCSO, Royal Wootton Bassett (RWB)
- d. Comments from members of the public to be considered by the Council regarding items on the Agenda.

## **AGENDA**

- 1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial, or pecuniary interests pertaining to the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING**  
To Confirm as a true record the minutes of the Parish Council meeting held on 26<sup>th</sup> August 2021.
- 4 CHAIR'S ANNOUNCEMENTS**
- 5 PLANNING**
  - a. To receive the Planning Report 6<sup>th</sup> September
  - b. To consider the following planning requests: -  
  
None.
- 6 TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
- 7 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
  - a. **Flower Beds Working Group**  
Cllr Shendie Green to report.
  - b. **Allotment Working Group**  
Cllr Ron Glover to report.
  - c. **Open Spaces & Play Areas Working Group**  
Cllr Frank Ball to report.
  - d. **Neighbourhood Development Plan Update**  
Cllr Frank Ball to report.



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- e. Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
Cllr Ant Jones to report.
- f. Royal Wootton Bassett & Cricklade Area Board**  
Cllr Ant Jones / Frank Ball to report.
- g. SID Working Group Update**  
Cllr Frank Ball to report.
- h. War Memorial Working Group Update**  
Cllr Shendie Green to report.
- i. Emergency Plan Working Group**  
Cllr David Leuty to report.
- j. Highways and Maintenance Working Group**  
Cllr Frank Ball to report
- k. Community Action Transport Group (CATG)**  
Cllr Frank Ball / Ant Jones to report
- l. HR Committee**  
To Consider and Agree To Amend Councillor Representation
- m. Young People and Families Working Group**  
Cllr Ant Jones to report
- n. Public Relations and Communications Working Group**  
Cllr Shendie Green / Clare Church to report

## 8 FINANCE MATTERS

- a. To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044**
- b. To Receive For Information, Disbursements Made Since The Last Meeting**
- c. To Consider And Approve The Schedule Of Forthcoming Payments**
- d. To Receive The Bank Reconciliations As Presented**



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- e. To Consider Ending (on September 30<sup>th</sup>) or Extending (to November 30<sup>th</sup>) the Scheme of Delegation to the Clerk in consultation with the Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than 30<sup>th</sup> November 2021 if extended.

- 9 TO REVIEW THE CATG AUDIT ITEMS AND AGREE NEXT STEPS
- 10 TO RECEIVE AN UPDATE ON THE BRADENSTOKE NOTICE BOARD
- 11 TO CONSIDER AND AGREE NEXT STEPS ON HOLLOW WAY FOOTPATH
- 12 TO CONSIDER AND AGREE TO HOLD A COMMUNITY ENGAGEMENT MEETING WITH THE BRADENSTOKE COMMUNITY
- 13 TO RECEIVE AN UPDATE ON THE BRADENSTOKE VILLAGE HALL GRANT
- 14 TO CONSIDER AND AGREE NEXT STEPS REGARDING THE OPEN SPACES PROPOSED IN THE POUND FARM DEVELOPMENT
- 15 TO CONSIDER AND AGREE AN AMENDMENT TO THE ALLOTMENT AGREEMENT TO ALLOW THE KEEPING OF BEES
- 16 TO CONSIDER AND AGREE THE ALLOTMENT RENTAL PRICE FOR 2022/23
- 17 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED
- 18 TO CONSIDER AND AGREE TO THE CONTRACT EXTENSION BY SIX MONTHS (TO 30-MARCH-2022) FOR GRASS CUTTING AND RELATED WORK (KEVIN ILES)
- 19 TO CONSIDER AND AGREE TO THE CONTRACT EXTENSION BY SIX MONTHS (TO 30-MARCH-2022) FOR THE CLEANING OF THE PUBLIC TOILETS IN LYNEHAM (RKM CONSTRUCTION)
- 20 TO CONSIDER ITEMS OF MAINTENANCE
- 21 KEY MESSAGES
- 22 NEXT MEETING

To Note the next meeting of the Full Council, will be Tuesday 12<sup>th</sup> October 2021.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.