

**Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 12th August 2014 in Lyneham Village Hall at 7.00pm.**

**Councillors Present**

Cllrs: Geoff Jackson-Haines, Richard Bullock, Judy Selby-Boothroyd, Rod Gill, Judy Digman, Lynn Thrussell, John Webb, Tim Webb and Ron Glover

Also in attendance Wiltshire Councillor Allison Bucknell

Clerk: Jacquie Henly

There were 5 members of the public present

Before the meeting opened the Chairman welcomed everyone present, and opened the public participation that included: Questions from members of the public, a report from Allison Bucknell, a report from the Defence Infrastructure Organisation, MOD Lyneham and a report from the dog fouling task group.

The meeting was opened at 7.25pm

**Item 1 - Apologies for absence**

1.1 Apologies were received from Jack Pollard who unfortunately could not attend due to work commitments.

**Item 2 - Chairman's Announcements**

2.1 The Chairman proposed a resolution to appoint Jacquie Henly as the new Clerk including Responsible Financial Officer and Proper Officer duties for Lyneham and Bradenstoke Parish Council for a temporary period of 3-4 months. All members present agreed this unanimously.

**Item 3 - Declaration of Interest in items on the Agenda**

3.1 Cllrs Selby-Boothroyd, Digby and Thrussell declared an interest in item 14a on the Agenda, as they are all members of St Michael's Church for which a grant application was to be discussed. This declaration was made later in the meeting but for clarity has been recorded here.

**Item 4 - Approval of Minutes from previous meetings**

4.1 Minutes from the Parish Council meeting dated 8<sup>th</sup> July 2014 were approved as correct by all members present and signed by the Chairman.

**Item 5 - Matters Arising from the minutes**

5.1 The Chairman reported that cheque number 472 approved at the last meeting had been returned as not required.

**Item 6 - Consideration of matters arising from Public Participation**

6.1 There were no matters for discussion arising from the public participation.

**Item 7 - Update Reports from representative members**

7.1 Planning Committee - Cllr J Webb reported that 3 applications were discussed since the last meeting and no objections had been raised 2 other applications initially sent for consultation had since been withdrawn. The next planning meeting is scheduled for Monday 18<sup>th</sup> August at 7.00pm in Bradenstoke Village Hall.

7.2 Business Buddies - Cllr Tim Webb reported that a meeting had been held on 11<sup>th</sup> August. Main topics of discussion were:

Lyneham Village web site. It was agreed that this matter should be discussed further at a Communications working party meeting and suggestions for the development or future of the site would be discussed and agreed then.

The plans for the development of the Garage site in Lyneham were also discussed. The NHS has yet to

decide if they will agree to the provision of a doctor's surgery at the site. A Licence for a Pharmacy has been granted. The Planning application is due to be presented sometime in September.

7.3 Cllr Selby-Boothroyd gave a verbal report to those present on the Britain in Bloom Competition - A written copy was given to the Clerk and will be kept with the minutes. Overall the judges were very impressed with the entry made.

7.4 Cllr Selby-Boothroyd said that it had been highlighted to her by some local residents that the War Memorials had the incorrect spelling of names for some of the fallen. It was agreed that further investigation should be made into the cost of rectifying the mistakes and would be discussed at a meeting of the Highways and Maintenance Working Party and then brought back to a future full parish council meeting.

7.5 Neighbourhood Planning - Cllr Jackson-Haines reported that although Lyneham and Bradenstoke Parish Council were at an advanced stage in the production of the draft Neighbourhood Plan it had taken a bit of back step as the criteria of how to present the document had been changed by WC. A meeting will be arranged shortly with Mark and Sara from Common Places to seek guidance on getting this ready.

#### **Item 8 - Items for consideration that were deferred from the Agenda for the meeting scheduled for 24<sup>th</sup> June 2014**

8.1 Play Park Project - £10,000 was previously allocated for this project. It is the intention, once the budget has been set to allocate a further £10,000 bringing the total to £20,000. This will enable the working party to raise more funds for a future project.

8.2 Community Notice Boards - this will be discussed under item 14.5

8.3 Grass Cutting Contract - Cllr Gill explained that due to the weather conditions experienced recently members may need to consider increasing the number of grass cuts by an extra 2 per year. The contractor has also requested if he can pick up the leaves 3 times a year rather than just once - this will keep the area tidier and also there will not be so many to take away at the end of the season, there will be no extra cost incurred. All present agreed this was a sensible request and approval was granted. It was also noted that the grassed areas were looking much nicer now that the contractor was cutting them when it was dry rather than having set times for cutting imposed on him regardless of the weather.

8.4 Lighting for the Village Hall - The WI have requested that lighting is installed outside the village hall. It was agreed the Highways and Maintenance Working Party in consultation with the village hall committee should discuss this as costs and suggestions for improvements need to be considered.

#### **Item 9 - Co-option of a new member onto the Parish Council**

9.1 Cllr Jackson-Haines proposed the co-option of Mr Jack Pollard of Hastings Drive Lyneham onto the Lyneham and Bradenstoke PC. Following a vote Mr Pollard was elected. One councillor abstained from voting.

#### **Item 10 - To Elect Working Groups for 2014/2015 - deferred from the meeting 24<sup>th</sup> June 2014**

The following working groups were discussed and agreed by all present:

10.1 **Allotment Working Group** - Cllrs Gill (Lead), Jackson-Haines, Thrussell, Bullock, T Webb and Glover. The Allotment Manager to be agreed at the first meeting of the working group.

10.2 **Administration and Employment Working Group** - Cllrs Selby-Boothroyd (Lead), Thrussell, Glover and J Webb

10.3 **Highways and Maintenance Working Group** - Cllrs Digman (Lead), Selby-Boothroyd, Glover, Thrussell, Gill, T Webb and Pollard.

10.4 **Youth Issues Working Group** - Cllrs Thrussell (Lead), Selby-Boothroyd, Bullock and Digman

10.5 **Speed Watch Working Group** - Cllrs Gill (Lead), Thrussell, Selby-Boothroyd, Digman and Bullock.

10.6 **Communications Working Group** - Cllrs Thrussell (Lead) Digman, Selby-Boothroyd, Glover and Pollard.

#### **Item 11 - To consider the future arrangements for cleaning and maintenance of public toilets in Lyneham**

11.1 The contract has ended for the cleaning and maintenance of the public toilets; a temporary measure has been introduced until a new contractor is appointed.

11.2 Requests will be sent out for 3 tenders for a 3 year contract, once received they will be discussed at a future meeting.

**Item 12 - To adopt and approve the previously circulated Standing Orders with amendments**

12.1 The Standing Orders were unanimously approved including the 3 extra amendments that had previously been circulated.

**Item 13 - Finance**

13.1 A request from St Michael's Church in Lyneham for a grant of £300 was considered to support the Community Christmas Party for senior residents of both Lyneham and Bradenstoke. See item 3.1 for declarations of interest.

Cllr Glover proposed the grant was approved and the proposal was agreed unanimously.

13.2 Authorisation of payments since 13<sup>th</sup> May 2014 were approved as follows:

Chq No	Payee	Amount
475	FAYS BISTRO (Britain in Bloom)	175:00
476	Colin Cowdry (Toilets June 2014)	685:50
477	Colin Cowdry (Toilets July 2014)	708:35
478	Lyneham Village Hall (Grant)	1116:00
479	GE Jackson-Haines Parish change of address (Post Office)	350:00
480	Greatfield Nurseries (Plants)	147:54
481	Lyneham Church Hall	
	Community litter pick 21:00	
	CLP Meeting 11:50	
	Britain in Bloom 33:00	
	Planning meeting 5:00	
	Finance meeting 4:00	74:50

13.3 There are currently only 2 councillors approved as cheque signatories, Cllr Jackson-Haines should be authorised shortly making the total 3. It was proposed and agreed that there should be 4 in total and they will be Cllrs Jackson-Haines, T Webb, Gill and Glover.

13.4 The Annual Accounts for 2013-2014 and supporting documents have finally been completed for submission to the External Auditor. It was agreed by all members present the Chairman and the Clerk should now sign and submit them.

13.5 A discussion took place regarding the Community Notice Boards. It was agreed to place one new notice board on the wall of the public toilets in Lyneham for members of the community to place notices. Cllrs would check on a regular basis that the board stays looking tidy and will remove out of date or inappropriate notices. The cost of the new board will be £146.35 including VAT and delivery. Consideration for another notice board will be given in the future to house a map of walks and footpaths in the area once the actual size of the map is known.

13.6 It was agreed to pay the previous Clerk two months basic pay and expenses.

**Item 14 - Allotments**

14.1 A proposal was put forward regarding a request for water to be made available at the allotments.

After a lengthy discussion it was agreed that a feasibility study was required and should be carried out and discussed by the Allotment Working Party then submitted to the Parish Council in the future.

14.2 A survey had been carried out with Allotment holders as to whether they would like a lockable gate as improved security for the allotments. No responses were received.

**Item 15 - Councillors Observations**

15.1 Cllr Jackson-Haines reported he had received a letter from James Gray regarding the Britain in Bloom Competition. Cllr Jackson-Haines will display the letter in the Parish Notice Board.

15.2 Cllr Jackson-Haines reported that as a number of projects have not been completed due the financial

issues that we have been resolving over the last few months. It was felt that we should consider inviting Lyneham and Bradenstoke villagers to a meeting to discuss any projects that would like to be developed or we could use the Community Lead Planning document that has been passed by the Council as a reference to what needs to be done.

15.3 Cllr Jackson-Haines explained to members of the public that the Parish Council web site was currently under review. It had been developed free of charge by volunteers and now some of those volunteers wished for no further involvement. This will be made a priority for discussion at the next Communications Working Party meeting. It will also be discussed whether the web site should include community notices and details or just be for Parish Council information.

15.4 Cllr Digman raised the issue of getting hold of maps showing land ownership in the Parish.

15.5 Cllr Gill requested that consideration be given to reducing the number of full meetings held each year to 10 rather than 12 one less in the summer and one less in the winter.

15.6 Cllr Gill also raised the question of where meetings should or could be held and should the Council consider holding them in the School as County owned buildings should not charge the Parish Council for use of the facilities for Parish Council business.

15.7 Cllr Gill raised the question as to whether support could be given from elsewhere for watering the flowerbeds in Lyneham. A discussion took place and it was agreed to approach members of the public directly to try and source volunteers.

15.8 Cllr T Webb volunteered to help level the bank/verge by the bus stop to enable the grass to be cut effectively, a large amount of debris had been left there by WC after clearing the ditch.

15.9 Cllr T Webb agreed to discuss with Highways and Maintenance Working Party the plane crash that happened during the war with the possibility of having a war memorial.

15.10 Cllr J Webb requested that Defibrillators be added as an agenda item for the next meeting as he should have a report ready for discussion by then.

### **Item 13 - Date of the Next Meeting**

13.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 9<sup>th</sup> September 2014 at Lyneham Village Hall at 7.00pm.

### **Item 18 - Close of the Meeting**

18.1 The meeting closed at 9.10pm.

Signed .....  
Chairman

Date .....