

LYNEHAM AND BRADENSTOKE PARISH COUNCIL



Clerk to Council: Elizabeth Martin

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>
Email: Parish.clerk@lynehamandbradenstoke-pc.gov.uk
Telephone: 01225 864240
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House
72 The Green
Poulshot
SN10 1RT

4th November 2020 - Amended

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 Virtually on Tuesday 10th November 2020 at 7:30pm for purposes of transacting business as set out in the Agenda below.

The meeting will be held REMOTELY using Microsoft Teams.

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

<https://bit.ly/3kTzmHl>

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 by email to 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

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 Wooten Bassett
- 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 13th October 2020.
- 4 PLANNING COMMITTEE**
 - a. To receive the Monthly Planning Report**
 - b. To receive an update from the Chair, Cllr Frank Ball**
 - c. To Consider and Agree the following applications:**
 - (i) 20/09137/TCA – The Jays, 95 – 96, Bradenstoke, SN15 4EL Re-pollard 1 Weeping Willow Tree Back to Previous Pruning Points, Fell 2 Norway Spruce, 4 Ornamental Softwoods, q Softwood and 2 Bay Trees.**
- 5 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP**
 - a. To Consider and Approve to Appoint Cllr Frank Ball as Chair of the Neighbourhood Development Plan Steering Group**
 - b. To Receive a report from the Steering Group**
Cllr Frank Ball to report



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- c. Consider and approve the final neighborhood plan for Lyneham and Bradenstoke for submission to Wiltshire Council**

6 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS

- a. Flower Beds Working Group**

Cllr Frank Ball to report.

- b. Allotment Working Group**

Cllr Frank Ball to report.

Clerk to report on current status of Allotment renewals

- c. Open Spaces Working Group**

Cllr Frank Ball to report.

7 TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT

8 TO RECEIVE THE ANNUAL ROSPA INSPECTION REPORT FOR BOTH LYNEHAM AND BRADENSTOKE PLAY AREAS AND AGREE REQUIRED MAINTENANCE

9 FINANCE MATTERS

- a. To Receive a Report from The Finance Committee**

No meeting has been held since the last Full Council Meeting

- b. To Receive for information, Disbursements made since the last meeting**

- c. To Receive the Bank Reconciliation**

- d. To Note the Conclusion of the Audit for 2019/20**

- e. To amend 6.7 of the Financial Regulations to include the payment of a direct debit to ICO (Information Commissioners Office)**

- f. Subject to item 10e to approve the signing of the direct debit mandate for the ICO for the payment of the annual membership fee**

- g. To Consider and Approve the use of Right Signature for electronic signature at a cost of £140 per annum**

10 TO CONSIDER AND APPROVE CONTRACT EXTENSION WORKS AROUND BOTH VILLAGES – TO REVIEW THE LIST OF 13 PRICED WORK ITEMS AND TO DELEGATE, UNDER SECTION 101.1(A) OF THE LOCAL GOVERNMENT ACT 1972, THE BUDGET FOR EACH ITEM TO THE CLERK

See sub-sheet of works



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- 11 **TO CONSIDER AND APPROVE AN APPLICATION FOR A GRANT OF £5,000 AS A CONTRIBUTION TOWARDS THE COST OF REPLACING THE ROOF ON THE VILLAGE HALL UNDER SECTION 133 OF THE LOCAL GOVERNMENT ACT 1972 AND FOR THE EXPENDITURE TO COME FROM THE SPECIAL PROJECTS EARMARK**
- 12 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
- 13 **TO CONSIDER ITEMS OF MAINTENANCE**
- 14 **KEY MESSAGES**
- 15 **NEXT MEETING**
To Note the next meeting will take place on 8th December 2020. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 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.