



## Clerk to Council: Elizabeth Martin

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## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council  
held remotely using Microsoft Teams on Tuesday 15<sup>th</sup> September 2020  
commencing at 8:00pm.

**MEMBERS PRESENT:** Councillors Frank Ball [FB], Liam Broughton [LB], Gayna Howarth [GH], Antony Jones [AJ], and Keith Webster [KW]

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

**CHAIR:** Frank Ball

**APOLOGIES:** Rod Gill [RG]

CM20/059 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
None received. RG not in attendance.

CM20/060 **ANNOUNCEMENT**  
FB announced that three Cllrs have left the Council. The Council wish to thank Carol Jenkins, Chris Moncrieff and Tim Darch well and thank them for their work.

CM20/061 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
LB for 15a Disbursements, Microsoft invoices are paid by LB and reimbursed as expenses. KW for 15a on an invoice for advertisement of the Neighbourhood Plan in the local Newspapers awaiting reimbursement as expenses.

CM20/062 **MINUTES OF THE PREVIOUS MEETINGS FOR 16<sup>TH</sup> JULY 2020**  
Proposed FB. Seconded GH. Passed.  
**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 16<sup>th</sup> July 2020 be accepted as written.**  
Minutes will be signed by the Chairman at the first physical meeting of the Parish Council

CM20/063 **MINUTES OF THE PREVIOUS MEETINGS FOR 7<sup>TH</sup> SEPTEMBER 2020**  
Proposed FB. Seconded KW. Passed.  
**IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 7<sup>th</sup> of September 2020 be accepted as written.**  
Minutes will be signed by the Chairman at the first physical meeting of the Parish Council

- CM20/064 **TO RECEIVE A PRESENTATION OR STATEMENT FROM THE CO-OPTION CANDIDATE DANIEL BEARE**  
In accordance to the Lyneham and Bradenstoke Parish Council Co-Option policy potential Co-Opted Candidates are invited to make a statement or give a presentation in a Public Meeting. Due to IT difficulties Daniel Beare was only able to view the meeting. The cover letter the Council received reference the Co-Option opportunity was made available to the Public and Full Council for review.
- CM20/065 **TO RECEIVE A PRESENTATION OR STATEMENT FROM THE CO-OPTION CANDIDATE MICHAEL ROBERTSON**  
In accordance to the Lyneham and Bradenstoke Parish Council Co-Option policy potential Co-Opted Candidates are invited to make a statement or give a presentation in a Public Meeting. Due to IT difficulties Michael Robertson was only able to view the meeting. The cover letter the Council received reference the Co-Option opportunity was made available to the Public and Full Council for review.
- CM20/066 **TO CONSIDER AND APPROVE THE CO-OPTION OF DANIEL BEARE**  
Proposed FB. Seconded GH. Passed.  
**IT WAS RESOLVED THAT Daniel Beare be co-opted on the Parish Council**
- CM20/067 **TO CONSIDER AND APPROVE THE CO-OPTION OF MICHAEL ROBERTSON**  
Proposed FB. Seconded GH. Passed.  
**IT WAS RESOLVED THAT Michael Robertson be co-opted on the Parish Council**
- CM20/068 **PLANNING COMMITTEE**  
The Council noted the final minutes of the meeting held on 28<sup>th</sup> July 2020 and the draft minutes of the meeting held on 27<sup>th</sup> August 2020.  
AB informed the Council that the application for the White Hart has been submitted and accepted by Wiltshire Council. This application is for seven new homes and will be reviewed at the next meeting by the Parish Council.  
Green Farm is also an outstanding Planning Application that has had an appeal placed with the Planning Inspectorate and waiting decisions.
- CM20/069 **TO RECEIVE THE MONTHLY PLANNING REPORT**  
FB read out the Planning Committee report, which is attached to and forms part of these Minutes.
- CM20/070 **TO CONSIDER PLANNING APPLICATION 20/07163/FUL, 6 BARTON CLOSE, BRADENSTOKE – PROPOSED EXTENSION TO THE PROPERTY.**  
FB made a visit to the proposed site. The Council has agreed that the collective response to Wiltshire will be No Objections.

- CM20/071 **TO CONSIDER PLANNING APPLICATION 20/07462/TCA, 116 BRADENSTOKE – TREE REDUCTION IN A CONSERVATION AREA.**  
The Council recognise that tree work is necessary and that the collective response to Wiltshire will be No Objections.
- CM20/072 **TO CONSIDER PLANNING APPLICATION 20/05978/FUL, ABBEY VIEW COTTAGE, BRADENSTOKE – PROPOSED SINGLE STORY REAR EXTENSION.**  
The Council recognise that there is already precedence set in this area for similar builds and will be one of several in the area if accepted. The plans look in keeping with the area and therefore the Council has agreed that the collective response to Wiltshire will be No Objections.
- CM20/073 **TO CONSIDER PLANNING APPLICATION 20/07084/FUL, 54 SLESSOR ROAD, LYNEHAM – CHANGE OF USE FROM DWELLING TO OFFICE USE.**  
KW expressed potential concern over the use of storage B8. This has been defined as storage units. AB advised the Council of a previous planning application in Harrow Grove where open skips were placed as storage and caused the public to become concerned with how unsightly the storage became. It was suggested that perhaps the Council make the suggestion that the storage is out of plain sight. FB also addressed concern over the car parking use and any issues that could have a direct impact on Children that play in the area. LB is also questioning if this is an existing car park that will be taken up by storage units. Where will the parking be deferred? The Council was advised that perhaps having a proper look at the site before a response was made by the Council would be advantageous. The Council feels extra information needs to be sought before a response is provided to Wiltshire.  
  
Decision deferred.
- CM20/074 **FINANCE COMMITTEE**  
The Council noted the draft minutes of the meeting held on 5<sup>th</sup> August 2020 and the draft minutes of the meeting held on 27<sup>th</sup> August 2020.
- CM20/075 **To receive an update from the committee chair, KW**  
The meeting on the 5<sup>th</sup> of August was held to review and decide on the payroll provider for the Clerks pay. A decision was taken to use Charlton Baker for as the payroll service for the 20-21 financial year.

- CM20/076      **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM20/077      **Neighbourhood Development Plan Steering Group**  
 KW reported that the Committee has successfully negotiated through the Regulation 14 Consultation. It ran from the 29<sup>th</sup> of June to the 31<sup>st</sup> of August. It was also on-line from the 29<sup>th</sup> June. The committee and Council distributed leaflets to the Community by the end of July and the statutory Consultees were notified on the 15<sup>th</sup> July giving more than the six-week consultation time. The returns have been good and better than comparable parishes. 392 people took part in the survey. The responders gave a good match to the Parish demographics i.e. in geographic spread and age groups. Out of 45 statutory consultees 16 responded. Wiltshire Council as of the 11<sup>th</sup> of September has yet to respond. The next step will be to analyse responses and prepare to make recommendations for amending the draft plan. This will be discussed by the Steering Group and brought back to the Parish Council for adoption. The analysis completed so date suggests that 5% do not support the aim, objectives and policies of the plan which is very much in-line with past surveys. Thanks, were given to everyone who organised and contributed to help make the Regulations 14 process run successfully. Thanks, was also expressed to all those who took part in the survey and to remind it was your opinions that formed the plan as it reflects the needs and aspirations of the Parish.
- CM20/078      **Flower Beds Working Group**  
 GH reported that the flower beds are all looking good and are still being looked after by volunteers. Any items that need cutting back will be managed late October or early November. The working group is going to replant the bulbs that were taken off the Green. Hopefully this will be done Saturday morning about 10:30-11 am if any members of the public would like to help. The Council invites any member of the public to volunteer time to Council projects.
- CM20/079      **Allotment Working Group**  
 GH reported that the group need to look at cutting back the hedges at the end of October or November. The Council is asking the allotment holders for help in this project to offset the expense of having it hired out. If a collective approach is not reached to do some of these projects the Council will need to consider hiring in the work and consider the offsetting of those costs to the rental allotment agreements. Dates for this work are still to be confirmed. Hedge trimming will also need to be done on the playground side. The ditch also needs to be managed and dug out. The new contracts are due to go out at the end of September.
- CM20/080      **Highways and Maintenance Working Group**  
 No report was available.
- CM20/081      **Holloway footpath project update**  
 The MOD do not seem to support the footpath in this location. KW added that one of the Consultees for the Regulation 14 Consultation was the DOI who said that is not likely to ever happen on MOD land. The Council will need to consider another approach for the future.

CM20/082 **Open Spaces Working Group**  
No report was available. KW did read out the report that was given in July and can be found as an attachment in the July minutes CM20/039.

CM20/083 **TO RECEIVE THE CLERKS REPORT**

- The banking for Lyneham and Bradenstoke has been officially moved to Unity Trust. Additional setting up of the banking details such as direct debits for annual statutory payments and payees are still in progress.
- Tim Darch and EM visited the allotments, meeting with a parishioner and the manager of the Church Park to discuss flooding issues reportedly coming from the allotments to the back gardens of Church Park residents. We did a review of the issues and have agreed to clear out the debris that has been stacked along the inside of the hedge as Cllr Howarth highlighted for October early November in her Allotment working group report. If this fails to solution the issue, we have agreed to discuss further potential considerations like a French drain to help water escape the area or be redirected. The Council will keep communication open with the resident but did also point out that due to other historical amendments to the Church Farm site options may be limited to see a full solution to this issue.
- I have bought locks for the playground area and these will need to be managed at the proper sites.
- Tim Darch was signed up to attend a Webinar the subject of accessibility rules for Parish Websites. KW has agreed to attend this on behalf of the Council.
- EM to address the past public participation queries to Mr Bowden. The work that is being addressed in this query was with Tim Darch and will now need to be addressed again as is it not clear what information has been completed.
- A new Planning white paper is out and has been provided as item 16. EM advised the Council to read the condensed version provided by WALC and bring forward any queries. There is a brief Consultation period available to the Council and EM has recommended that a formal response is put forward from the Lyneham and Bradenstoke Parish Council.

CM20/084 **TO REVIEW AND APPROVE A MAINTENANCE CONTRACT WITH COMMUNITY HEARTBEAT FOR THE THREE DEFIBRILLATORS AT A COST OF £120 EA FOR A TOTAL COST OF £360 BASE ON A FOUR-YEAR CONTRACT**

Proposed FB. Seconded LB. Passed.

**IT WAS RESOLVED THAT Lyneham and Bradenstoke will agree the maintenance programme with Community Heartbeat for the next 4 years at a cost of £120 per defibrillator.**

- CM20/085 **TO DISCUSS AND APPROVE THE WW1 TREE PLANTING COMMEMORATION PROJECT**
- CM20/086 **To consider and agree to proceed with the project as per proposal**  
Proposed FB. Seconded KW. Passed.  
**IT WAS RESOLVED THAT the project be approved as proposed**  
The Council will need to get written consent from DIO about the 2-meter rule and The Council would like ask for comments of the Bradenstoke community about the placement of the trees but the Council is also aware that because of the size of the trees the Council is limited on where they may be planted. The Solar Panel project supports the placement of these trees in the location suggested and asking for the community's input would be valuable and important for the Council before planting.
- CM20/087 **To consider and agree to a public consultation (1 week)**  
Proposed FB. Seconded LB. Passed.  
**IT WAS RESOLVE THAT the Council will not hold a public Consultation but will be notifying people on Facebook and on the website and asking for comments for one week.**
- CM20/088 **TO RECEIVE AND APPROVE REPLACEMENT SIGNS FOR ALLOTMENTS AND PLAY AREAS**  
Motion Lost. Deferred  
Proposed FB. No dissent/No vote. Deferred.
- CM20/089 **TO RECEIVE AN UPDATE ON PLAYGROUND MAINTENANCE**  
Clerk has requested pricing for work. Will defer pending RoSPA reports.
- CM20/090 **TO RECEIVE FOR INFORMATION THE FORMAL RISK ASSESSMENT FOR THE RE-OPENING OF THE PUBLIC TOILETS**  
Risk Assessment completed. Toilets to be re-opened.
- CM20/091 **TO CONSIDER AND APPROVE THE REMOVAL OF THE DEAD TREE (IN VICINITY OF TREE 419) BASED ON THE QUOTATIONS PROVIDED**  
Motion Lost. Deferred to allow for more time for quotations (revisions)  
Proposed GH. Seconded LB. Deferred.
- CM20/092 **FINANCE MATTERS**
- CM20/093 **To Receive for information, Disbursements made since the last meeting**  
Received. and is attached to and forms part of these Minutes.
- CM20/094 **To Receive the Bank Reconciliation**  
Received and is attached to and forms part of these Minutes.
- CM20/095 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED.**  
Planning Whitepaper (see Clerk's Report)



- CM20/096      **TO CONSIDER ITEMS OF MAINTENANCE**  
Will be asking Parish Steward to look at footpaths (Roundabout, Chippenham Road, Wooten Basset Road) and at a broken fence/gate. Some overhanging brambles/ivy etc. and grass on pavement at Pound Close.
- CM20/097      **KEY MESSAGES**  
Volunteers needed for Working Groups.  
  
Two Allotments are available  
  
Two vacancies for the Parish Council.
- CM20/098      **NEXT MEETING.**  
The next meeting will be held on Tuesday 13<sup>th</sup> October 2020 at 8:00pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5<sup>th</sup> May 2021.

Meeting Closed 10:08pm

## Summary of Public Participation Section

Wiltshire Councillor, Allison Bucknell, has submitted a written report, which is attached to the end and forms part of these Minutes. There are a few other matters that have been brought to the meeting.

- MOD sublet housing issue was discussed. The MOD Nationally has worked out how many houses it requires for its current personnel and as a result a number of houses are being handed back to Allington Homes to whom they lease them. It affects about 64 people in Lyneham that received a six month "Notice to Quit". Allington Homes will only receive these properties back. Whilst this is not a Wiltshire Council responsibility directly, the Council is trying to work with the MOD and the residents regarding housing.
- Area Board Meetings are starting again (30<sup>th</sup> September 2020).
- CATG Meeting (7 October 2020).
- COVID19 has seen a couple of local breakouts. One in Calne and one in Wootton Bassett.
- Wiltshire Council are looking at putting in some outreach youth work during half-term in Lyneham. Funding is hopefully being sought through the Area Board.
- The Parish Council queried what the status is for the Neighbourhood Plan for Lyneham and Bradenstoke

### Report from the MOD

The liaison for the MOD is a new contact for the Parish Council and was unable to attend.



**Wootton Bassett Police Report**

The report will be placed on the website

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

Signed frank ball

Date \_\_\_\_\_





## Planning Committee Report to Lyneham and Bradenstoke Parish Council on the 15<sup>th</sup> September 2020.

This report does not include any applications or decisions made in the last 5 days. Verbal updates will be provided at the Parish Council Meeting, if required

The Planning Committee of Lyneham and Bradenstoke Parish Council has not had to meet over this past month

### New Applications in the Parish

These are applications that have been made to and accepted as valid by Wiltshire Council, the Planning Inspectorate or the Secretary of State and are open to consultation.

**20/05978/FUL** Abbey View Cottage, Bradenstoke

Single Story Rear Extension

*[Being considered at this meeting]*

**20/07462/TCA** 116 Bradenstoke

30% reduction of a Walnut Tree

*[Being considered at this meeting]*

**20/07163/FUL** 6 Barton Close, Bradenstoke

Proposed first floor rear extension

*[Being considered at this meeting]*



**20/07084/FUL** 54 Slessor Road, Lyneham, SN15 4ED

Change of use from C3 dwelling house to B1 office use and to include alterations to adjoining rear car parking area (614msq approx) to be incorporated for storage B8 & car parking use. Office for local supply chain administration and management team for the maintenance of the local service family accommodation at MOD Lyneham

*[Being considered at this meeting]*

**Decided Applications**

These are applications that Wiltshire Council, the Planning Inspectorate or the Secretary of State have made a decision.

**20/05681/VAR** 79B The Green Lyneham SN15 4PD

Variation of Condition 2 of 18/02944/FUL Relating to Approved Plans.

*Approved with Conditions*

**Open Applications**

These are applications that Wiltshire Council, the Planning Inspectorate or the Secretary of State have yet to make a decision on.

**20/05860/FUL** 22 St Marys Close, Bradenstoke, SN15 4ET

Removal of conservatory and erection of new conservatory

*[The parish has responded with SUPPORT]*



**20/06042/FUL** 6 Argosy Road Lyneham SN15 4AP

Second storey side extension, single storey front, side and rear extensions.

*[The parish has responded with SUPPORT]*

**20/06348/TPO** The Ferns Bradenstoke SN15 4EX

Up to 25% Reduction to Side Branches Overhanging "The Beeches" Garden and 10% Crown Thin to 6 Beech Trees

*[The parish has responded with NO OBJECTION]*

### Non-Statutory Consultations

These are consultations that are 'voluntarily' given but are rolled out by UK Government Policies, such as Telecoms, road repairs, etc and as such we have no statutory input.

None

### Withdrawn Applications

These are applications that the applicant has withdrawn but may be resubmitted at a later date.

None



## Future Applications

Planning matters that have yet to be submitted to Wiltshire Council or the Planning Inspectorate for consideration.

- White Hart** It is understood that an application is in the process of being made.
- Due to the local interest in this site the Parish will convene an Extraordinary Meeting to respond to this application, thus ensuring that Member of the Public will have an opportunity to make submissions to the Parish Council
- Green Farm** As notified at the last meeting by Councillor Bucknell, it is understood that Gladman's have appealed the refusal. However, despite checking with the Planning Inspectorate, they confirm that they are yet to receive a valid appeal application, but a request has been made for the correct submission.
- Consequently, we are not able to update on if the application has or has not been processed or if it will proceed or not

## Updates

We will give an update each month, and we will post information on the Parish Councils website.

10<sup>th</sup> September 2020

Cllr T H Darch  
Cllr F Ball  
Cllr K Webster

## Elizabeth Martin Expenses

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – 15 September 2020

Date	Payee	Purpose	Amount £
17/06/2020	Post Office Ltd	Stamps	£18.24
16/06/2020	Vesta Payment Solutions UK Limited	Top up to Council Mobile Phone	£10.00
14/08/2020	ICO	2019/20 Membership Fees	£40.00
24/08/2020	Amazon	Disabled Toilet Key	£2.40
13/09/2020	ICO	2020/21 Membership Fees	£40.00
13/09/2020	Amazon	Locks for Play area gates	£59.85
13/09/2020	Amazon	COVID19 Signage for Public Toilets	£8.97
<b>TOTAL</b>			<b>179.46</b>

Approved at Parish Council meeting held on: 15 September 2020

Minute Number:



LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – VIRTUAL MEETING HELD ON 15<sup>TH</sup> SEPTEMBER 2020  
ONLINE PAYMENT SCHEDULE

Reference No	Date	Payee	Invoice No	Purpose	Amount	VAT
TBC	15.9.2020	Microsoft	E0800BN44G	Teams Billing Period 10.07.20 -10.07.20	£41.04	Y
TBC	15.9.2020	Microsoft	E0800BMX8X	Teams Billing Period 10.07.20 – 10.07.20	£11.28	Y
TBC	15.9.2020	Microsoft	E0800BXJJR	Teams Billing Period 11.07.20 – 12.08.20	£41.04	Y
TBC	15.9.2020	Microsoft	E0800BXEQH	Teams Billing Period 11.07.20 – 12.08.20	£11.28	Y
TBC	15.9.2020	Microsoft	E0800C7FXJ	Teams Billing Period 13.08.20 – 12.09.20	£11.28	Y
TBC	15.9.2020	Microsoft	E0800C7F4Z	Teams Billing Period 13.08.20 – 12.09.20	£30.44	Y
TBC	15.9.2020	Lemon Gazelle CIC Lyneham and Bradenstoke Neighbourhood Plan July 2020	305	Set up/launch of Reg Consultation – interim reports Website hosting and maintenance – July 2020	£450.00	
TBC	15.9.2020	Lemon Gazelle CIC Lyneham and Bradenstoke Neighbourhood Plan August 2020	309	Analysis of Reg 14 Consultation community response – survey closure Website hosting and maintenance – August 2020	£450.00	
TBC	15.9.2020	Jam Print	16274	Neighbourhood Dev Plan x 3 Questionnaire x 20 A5 Leaflet – S/S x 2200	£455.00	
TBC	15.9.2020	Community Heartbeat	6339	Adult Pads x 3 sets for Defibrillators	£144.00	Y
TBC	15.9.2020	Kevin Iles House & Garden	3100	Grass cutting contract – July Maintenance	£1000.00	
TBC	15.9.2020	Kevin Iles House & Garden	3118	Grass cutting contract – June Maintenance	£1000.00	
TBC	15.9.2020	E-on	02535 A	14 June – 14 July Electric Bill	£27.37	Y
TBC	15.9.2020	E-on	02585 A	14 July – 14 August Electric Bill	£27.71	Y
TBC	15.9.2020	Elizabeth Martin	Various	ICO membership, postage, COVID signage, Locks	£179.46	Y
TBC	15.9.2020	Keith Webster	SW11796464	Public Notices Wilts Gazette & Herald, Wiltshire Times, Public Notice Online Consultation Notification for Reg 14 Consultation	£292.70	Y
<b>TOTAL</b>					<b>£4172.60</b>	

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

Approved .....  
PLEASE PRINT NAME

Minute Number –

\*VAT INCLUDED

Date: 14/09/2020

Lyneham & Bradenstoke Parish Council

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Time: 18:33

**Bank Reconciliation Statement as at 01/09/2020  
for Cashbook 1 - Current Bank A/c (HSBC)**

User: ANNK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/08/2020	150	91,799.08
			<u>91,799.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,799.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,799.08
		<b>Balance per Cash Book is :-</b>	<b>91,799.08</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 01/08/2020  
for Cashbook 1 - Current Bank A/c (HSBC)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/07/2020	149	11,655.55
			<u>11,655.55</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
14/07/2020 101038 BHIB Councils Insurance		899.05	
14/07/2020 101039 S J Aplin Playgrounds Ltd		7,587.60	
			<u>8,486.65</u>
			3,168.90
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			3,168.90
		<b>Balance per Cash Book is :-</b>	<b>3,168.90</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 04/09/2020  
for Cashbook 1 - Current Bank A/c (HSBC)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	04/09/2020	151	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 01/09/2020  
for Cashbook 2 - Deposit Account (HSBC)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit A/C	30/08/2020	96	0.29
			<hr/> 0.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.29
		<b>Balance per Cash Book is :-</b>	<b>0.29</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 01/08/2020  
for Cashbook 2 - Deposit Account (HSBC)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit A/C	30/07/2020	95	88,630.08
			<u>88,630.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,630.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,630.08
		<b>Balance per Cash Book is :-</b>	<b>88,630.08</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
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	31/08/2020	1	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 14/09/2020

Lyneham & Bradenstoke Parish Council

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Time: 18:57

**Bank Reconciliation Statement as at 03/09/2020  
for Cashbook 3 - Current Bank A/C (UTB)**

User: ANNK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank 20427715	03/09/2020	2	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 4 - Deposit Account (UTB)**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - 20427728	31/08/2020	1	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Detailed Receipts &amp; Payments by Budget Heading 14/09/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>							
1076 Precept	24,352	48,704	24,352			50.0%	
1090 Bank Interest	27	70	43			38.1%	
1091 Compensation	100	0	(100)			0.0%	
1100 S106 Funding	3,867	0	(3,867)			0.0%	
Administration :- Receipts	<b>28,346</b>	<b>48,774</b>	<b>20,428</b>			<b>58.1%</b>	<b>0</b>
4000 Salaries	2,839	20,273	17,434		17,434	14.0%	
4055 Hall Hire	0	350	350		350	0.0%	
4060 Stationary & Postage	49	500	451		451	9.8%	
4065 Subscriptions	1,023	1,203	180		180	85.0%	
4070 Audit & Professional Fees	125	800	675		675	15.6%	
4075 Insurance	899	900	1		1	99.9%	
4080 Training	480	1,500	1,020		1,020	32.0%	
4085 Web Site	0	1,500	1,500		1,500	0.0%	
4088 Office Equipment	83	0	(83)		(83)	0.0%	
4090 Mobile Phone	0	120	120		120	0.0%	
Administration :- Indirect Payments	<b>5,499</b>	<b>27,146</b>	<b>21,647</b>	<b>0</b>	<b>21,647</b>	<b>20.3%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>22,847</b>	<b>21,628</b>	<b>(1,219)</b>				
<b>120 Community</b>							
4120 Newsletter	0	2,000	2,000		2,000	0.0%	
4125 Youth Work Support	0	1,000	1,000		1,000	0.0%	
4130 Defibrillators	0	400	400		400	0.0%	
4135 Grants & Donations	2,352	5,000	2,648		2,648	47.0%	
4140 Poppy Wreaths	0	100	100		100	0.0%	
4145 Neighbourhood Plan	1,000	5,680	4,680		4,680	17.6%	100
Community :- Indirect Payments	<b>3,352</b>	<b>14,180</b>	<b>10,828</b>	<b>0</b>	<b>10,828</b>	<b>23.6%</b>	<b>100</b>
<b>Net Payments</b>	<b>(3,352)</b>	<b>(14,180)</b>	<b>(10,828)</b>				
6000 plus Transfer from EMR	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,252)</b>						
<b>200 Maintenance</b>							
4200 General Maintenance	40	2,000	1,960		1,960	2.0%	
4205 Grass Cutting Contract	2,980	8,500	5,520		5,520	35.1%	
4210 Churchyard	0	2,000	2,000		2,000	0.0%	
4215 Trees & Hedges	130	2,000	1,870		1,870	6.5%	
4220 Flower Beds	522	1,000	478		478	52.2%	
Maintenance :- Indirect Payments	<b>3,672</b>	<b>15,500</b>	<b>11,828</b>	<b>0</b>	<b>11,828</b>	<b>23.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,672)</b>	<b>(15,500)</b>	<b>(11,828)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 14/09/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Play Parks</u>							
4240 Play Area & Inspections	71	1,000	929		929	7.1%	
4250 Play Area Refurbishment	6,323	0	(6,323)		(6,323)	0.0%	
Play Parks :- Indirect Payments	<u>6,394</u>	<u>1,000</u>	<u>(5,394)</u>	<u>0</u>	<u>(5,394)</u>	<u>639.4%</u>	<u>0</u>
<b>Net Payments</b>	<u>(6,394)</u>	<u>(1,000)</u>	<u>5,394</u>				
<u>240 Allotments</u>							
1000 Allotments Income	36	702	666			5.1%	
Allotments :- Receipts	<u>36</u>	<u>702</u>	<u>666</u>			<u>5.1%</u>	<u>0</u>
<b>Net Receipts</b>	<u>36</u>	<u>702</u>	<u>666</u>				
<u>260 Toilets</u>							
4200 General Maintenance	0	150	150		150	0.0%	
4300 Electricity	129	518	389		389	24.9%	
4310 Cleaning	3,650	5,600	1,950		1,950	65.2%	
4320 Water	40	290	250		250	13.8%	
Toilets :- Indirect Payments	<u>3,819</u>	<u>6,558</u>	<u>2,739</u>	<u>0</u>	<u>2,739</u>	<u>58.2%</u>	<u>0</u>
<b>Net Payments</b>	<u>(3,819)</u>	<u>(6,558)</u>	<u>(2,739)</u>				
<u>400 Events</u>							
4500 RAF Event (Exp)	(0)	0	0		0	0.0%	
Events :- Indirect Payments	<u>(0)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
<b>Net Payments</b>	<u>0</u>	<u>0</u>	<u>(0)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	5,873	0	(5,873)			0.0%	
VAT Data :- Receipts	<u>5,873</u>	<u>0</u>	<u>(5,873)</u>				<u>0</u>
515 VAT on Payments	1,660	1,054	(606)		(606)	157.5%	
VAT Data :- Indirect Payments	<u>1,660</u>	<u>1,054</u>	<u>(606)</u>	<u>0</u>	<u>(606)</u>	<u>157.5%</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>4,213</u>	<u>(1,054)</u>	<u>(5,267)</u>				
Grand Totals:- Receipts	<u>34,254</u>	<u>49,476</u>	<u>15,222</u>			<u>69.2%</u>	
Payments	<u>24,395</u>	<u>65,438</u>	<u>41,043</u>	<u>0</u>	<u>41,043</u>	<u>37.3%</u>	
<b>Net Receipts over Payments</b>	<u>9,859</u>	<u>(15,962)</u>	<u>(25,821)</u>				
plus Transfer from EMR	<u>100</u>						
<b>Movement to/(from) Gen Reserve</b>	<u>9,959</u>						



## **Update for Lyneham and Bradenstoke Parish Council Sept 2020**

### **Wiltshire Council**

#### **COVID-19 Response**

Wiltshire Council is now in Recovery phase, although we are ready to spring back into action should Lockdown be reintroduced. There have been a couple of local outbreaks which have been managed in accordance with our Outbreak Management Plan.

The Wellbeing Centre number is still active but most staff have now returned to their normal posts.

Our main offices and public buildings are still closed to the public since Lockdown with the majority of our staff working from home.

We have recommenced many of our Council meetings virtually using Microsoft Teams.

We have started to reopen Leisure Centres and Libraries in a controlled manner. RWB Library is due to open later this month.

The current proposals do not include re-opening Lyneham library in the near future due to its size and the difficulties with social distancing.

Schools have started back and the Council continues to provide support where needed, although it is up to each individual school to manage their local situation.

#### **COVID-19 Recovery**

The Council is working on Recovery, based on 4 cells:-

**Economy:** sustainable recovery inc Carbon reduction

**Community Resilience:** How we build on community response to Covid 19 and galvanise through recovery to help communities to thrive. Working with Voluntary sector and community partners through the Area Board structure.

**Care, Safeguarding and Education** - Assess impact on children who have not been attending schools. Helping children narrow the gap and also work on emotional recovery.

**Health and Wellbeing:** Public Health response over next 12months. Outbreak Management plans, track and trace.

Local volunteers and communities will play key parts in recovery going forward. Watch this space!

#### **Financial Position**

The Council is not in quite such a dire financial position as previously, although it is still challenging and our next budget will be difficult.

#### **Area Boards**

We will be holding a virtual Area Board on September 30<sup>th</sup> . Details to follow.



## **Local**

### **MoD Lyneham**

Welcome to Major Iain McDavid who is the new community liaison

Although it is not strictly MoD, the parish council will be aware of the residents who are private renters of the Forces Housing who have been given 6 months notice to quit. This came as a surprise to all of us, and we are all working hard to see how we can help those affected.

### **Road Issues/CATG**

Lyneham (Dauntsey) Banks road surface has become defective once again. This is on the list of works to be carried out but no date yet.

There will be a virtual CATG on October 7<sup>th</sup>. Details to follow.

### **Police**

An inaugural police forum with Inspector Douglas Downing was held on Sept 9<sup>th</sup> to which all parish and town councils were invited.

Going forwards there will be regular police liaison meetings (virtual) hosted via the Area Board.

### **Youth**

The PC will recall that we have in the past worked with Amy Dallimore (MoD) and CMAS to put on youth sessions. CMAS has now pulled out leaving only MoD provision. The Area Board has been working with the Rise Trust in Calne and RWB who are doing some excellent outreach work in those areas, as well as Purton and Cricklade.

We are hoping to arrange for them to come to Lyneham during half term.

More details to follow.

### **Chippenham Road**

I have had a number of complaints from residents about the state of Chippenham Road near the roundabout. This land is all in private ownership which leaves limited options as to how to tidy it up.

I am in conversation with the owner of the White Hart and Greenfields Estate who are aware of residents' concerns.

The White Hart has submitted a planning application to build in their grounds.

Greenfields Estate extension needs to discharge a planning condition which has been delayed due to COVID. I have asked if the Herras fencing could be replaced by closed fencing but this is considered to be a security issue. I am told that some work could be done there in the near future. Fingers Crossed.

Thanks to the owners of Lyneham House who have been out tidying up the verge.

### **Bradenstoke Solar Farm Community Benefit Fund**

And finally,,,

I note that Cllrs Jenkins and Moncrieffe have resigned. Thanks to them for the work they did during their period of office.

Cllr Jenkins was the PC rep on BSFCBF and Youth, so hopefully the PC will appoint new reps in due course.