LYNEHAM AND BRADENSTOKE PARISH COUNCIL

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 14th July 2026 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB], David Leuty [DL], Sarah Whetham [SW]

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

CHAIR: Stuart Bernard [SB]

APOLOGIES: Rod Gill [RG2]

ABSENT: Ron Glover [RG]

Full Council Meeting Commenced: 19:10

CM26/133 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Proposed [SB]. Seconded [DL]. Agreed.

IT WAS RESOLVED THAT The Apologies Of Absence For Cllr Ron Glover Be Approved.

CM26/134 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM26/135 **MINUTES OF THE PREVIOUS MEETING, 9TH JUNE 2026**
Proposed [SW]. Seconded [DL]. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 9th June 2026 Be Accepted As Written.

CM26/136 **CHAIRS ANNOUNCEMENTS**
The Chair thanked volunteers maintaining the parish planters and recognised the quality of their work.

The Chair thanked Barry Holman and Badger for assisting with the installation of a water supply at Bradenstoke Play Park to support recently planted trees.

Draft

A letter had been received concerning the future closure of St Mary's Church Cemetery Chair expressing thanks to Frank Ball for many years of service as Chair and for his help, support and mentorship.

CM26/137 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

The Clerk reported:

- Play Park inspection training dates were being sought.
- Progress continued regarding the Bradenstoke defibrillator fault.
- WALC training opportunities would be circulated.
- Outstanding play park maintenance work remained with the contractor.
- Preparation for the 2027/28 budget would begin later in the year. The Council was asked to put forward any thoughts that needed to be costed out for a draft budget in September-October that outlines the need for the 2027-28 precept.
- Quotes were being sought for future planting schemes for 2027-28
- Website improvements continued.
- A thank-you letter had been received from Lyneham Village Hall regarding grant-funded for fencing works.
- Correspondence had been received from Bellway Homes regarding Tiger Moth proposals.
- Wiltshire Council had issued a new Call for Sites Consultation for Housing
- Groundworks for the allotment container area had commenced. The Parish Council is awaiting the measurements of the container to complete the work.

CM26/138 **PLANNING**

CM26/139 **To Consider The Following Planning Requests**

PL/2025/08315

Proposal:	Erection of self-build dwelling to replace mobile home and erection of garage, car port and workshop to replace existing buildings
Site Address:	18 The Banks, Lyneham, Chippenham, SN15 4NS
Application Type:	Amended Plans/Additional Information - **Change To Red Line Location Plan**
Outcome:	No Comments

Draft

PL/2026/03420

Proposal:	Single storey front extension and retrospective approval for garage conversion.
Site Address:	34 Bakers Field, Lyneham, Chippenham, SN15 4NN
Application Type:	Householder Planning Permission
Outcome:	No Comments

PL/2026/03943

Proposal:	Loft conversion and extension for working from home office space.
Site Address:	Hales Lodge, Preston, Chippenham, SN15 4DU
Application Type:	Householder Planning Permission
Outcome:	No Comments

CM26/140 **To Receive An Update On ENF2026/00501**

The Council was advised that a retrospective planning application was expected

CM26/141 **To Discuss An Email From Wiltshire Planning Department regarding PL/2025/04252 - Land North Of Lancaster Square And East Of Webbs Court, Lyneham And Decide Next Engagement From The Council**

Wiltshire Council had suggested engagement with the developer following comments submitted by the Parish Council. **EM** to arrange a meeting with the developer.

CM26/142 **TO RECEIVE AN UPDATE ON THE BUS INFRASTRUCTURE PROGRAMME AT WILTSHIRE COUNCIL**

The Council discussed Wiltshire Council's programme of bus shelter cleaning and replacement. Members noted that Wiltshire Council was undertaking a county-wide review of shelter ownership and maintenance responsibilities.

CM26/143 **TO RECEIVE AN UPDATE ON THE PLAYPARKS**

CM26/144 **To Discuss And Agree If The Council Would Like To Consider The Installation Of A Basketball Hoop At Pound Close And Bradenstoke Play Parks At The Cost Of £4125.64 From Sovereign Play Group**

Proposed [SB]. Seconded [SW]. Agreed.

Draft

IT WAS RESOLVED THAT The Council Would Like To Consider The Installation Of A Basketball Hoop At Pound Close And Bradenstoke Play Parks At The Cost Of £4125.64 From Sovereign Play Group

CM26/145 **To Discuss And Agree The Location Of The Basketball Hoop At Pound Close And Bradenstoke Play Parks**
Proposed [SB]. Seconded [FB]. Agreed.

IT WAS RESOLVED THAT The Placement Of The Basketball Hoop In Bradenstoke Be Placed To The Right Of The Table Tennis And Has Been Reviewed By Sovereign Play Group.

IT WAS RESOLVED THAT The Placement Of The Basketball Hoop In Pound Close Play Park Will Need To Be Reviewed With Sovereign Play Group.

CM26/146 **To Discuss And Agree The Quote For 86sqm Grass Green Rubber Mulch Raised @ 40mm (Inc Chase) At The Cost Of £ 7,390.76**
Proposed [SB]. Seconded [SW]. Agreed.

IT WAS RESOLVED THAT The Quote For The Quote For 86sqm Grass Green Rubber Mulch Raised @ 40mm (Inc Chase) At The Cost Of £7390.76.

CM26/147 **To Discuss And Agree The Quote For Additional Rubber Mulch At Bradenstoke Playpark. Quote To Be Tabled**
Proposed [SB]. Seconded [SW]. Agreed.

IT WAS RESOLVED THAT The Quote For Additional Rubber Mulch At Bradenstoke Playpark Be Accepted. Quote Was Tabled And Accepted At The Cost Of £12.482.75.

CM26/148 **GOVERNANCE REVIEW**

CM26/149 **To Review And Approve The Council's The Co-Option Policy**
Proposed [SB]. Seconded [SW]. Passed

IT WAS RESOLVED To Approve The Council's Co-Option Policy.

CM26/150 **To Review And Approve The Council's Complaints Policy**
Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED To Approve Minor Changes Of The Council's Complaints Policy.

CM26/151 **To Review And Approve The Parish Council Complaints Procedure**
Proposed [SB]. Seconded [SW]. Passed

IT WAS RESOLVED TO Agree The Changes Proposed To The Parish Council Complaints Procedure.

CM26/152 **To Review And Approve The Council's Information Technology (Email/GDPR) Policy**
Proposed [SB]. Seconded [FB]. Passed

Draft

IT WAS RESOLVED TO Accept And Agree The Council's Technology (Email/GDPR) Policy.

CM26/153 **To Review And Approve The Council's Health And Safety Policy**
Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED TO Accept The Minor Changes And Agree The Council's Health And Safety Policy.

CM26/154 **To Review And Approve The Council's Safeguarding Policy**
Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED TO Accept The Changes And Agree The Council's Safeguarding Policy.

CM26/155 **To Review And Approve The Change Of The Accessibility Statement To Version 2.2 For The Councils Website In Line With The Annual Audit Requirements 2025-26**
Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED TO Accept The Change Of The Accessibility Statement To Version 2.2 For The Councils Website In Line With The Annual Audit Requirements 2025-26

CM26/156 **To Discuss The Changes Required To The Register Of Interests Under Section 32A Of The Localism Act 2011**
The Council was notified that all personal addresses are now expected to be removed from the Register Of Interest under Section 32A of the Localism Act 2011. EM has adjusted the ROI. If any Council Member would like this information to be added again, they must formally write in to the Clerk to have these details reinstated.

CM26/157 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM26/158 **Allotment Working Group**

CM26/159 ***To Discuss And Agree The Changes Made To The 2026-2027 Allotment Contract For September 2026 Allotment Agreement***
Proposed [SB]. Seconded [SW]. Passed

IT WAS RESOLVED TO Agree The Changes Made To The 2026-2027 Allotment Contract For September 2026 Allotment Agreement.

CM26/160 ***To Receive An Update Regarding The Allotment Meeting Held 4th July 2026 With Allotment Members [SW]***
A successful allotment meeting had been held. Topics included site tidiness, a future skip, improved communications through the WhatsApp group, recycling of unwanted materials, allotment numbering, possible subdivision of plots and future community gardening opportunities.

Draft

EM to investigate options for smaller allotment plots.

EM to investigate future community use of unused allotment areas.

CM26/161 ***To Discuss And Agree The Consideration Of A Shed To Be Erected On plot 39 To House Community Equipment For The Allotment Holders***

The Council discussed this item at length and [DL] informed the Council that there is a potential shed that might be available to be donated. [DL] to find out further information and bring it back to the Council.

CM26/162 ***To Discuss And Agree The Purchase Of A Shed Lock Up To The Cost Of £30.00 For The Shed On Plot 39***

Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED TO Defer To A Future Meeting

CM26/163 **To Open Spaces & Play Areas Working Group**

CM26/164 ***To Discuss The PEAS (Parish Emergency Assistance Scheme) Programme for 2026-2027***

The Parish Council discussed the PEAS scheme for 2026-2027, and it was decided that the Parish Council holds enough stock from 2025-2026, and no other items are required this year.

CM26/165 **Royal Wootton Bassett & Cricklade Area Board**

Next meeting 28th October, 18:30, Purton Village Hall, Station Road, Swindon SN5 4AJ

CM26/166 **Relations And Communications Working Group**

CM26/167 ***Under Section 137 of the Local Government Act 1972 To Consider And Agree A Grant Request For £651.54 (Total Project £651.54) To Facilitate The Purchase Of A Lincat Automatic Water Boiler EB3FX = £575.98 Incl VAT + 2 Olympia Pump Action Vacuuminsulated Airpot 5Ltr @ £37.78 Each Incl VAT - £75.56 Pot 5Ltr On Behalf Of The Lyneham Church Hall***

Proposed [SB]. Seconded [DL]. Passed

IT WAS RESOLVED TO Agree Under Section 137 of the Local Government Act 1972Agree A Grant Request For £651.54 (Total Project £651.54) To Facilitate The Purchase Of A Lincat Automatic Water Boiler EB3FX = £575.98 Incl VAT + 2 Olympia Pump Action Vacuum insulated Airpot 5Ltr @ £37.78 Each Incl VAT - £75.56 Pot 5Ltr On Behalf Of The Lyneham Church Hall To Be Paid From The Community Infrastructure Levy (CiL) Budget.

Draft

CM26/168 ***Under Section 137 of the Local Government Act 1972 To Consider And Agree A Grant Request For £1559.34 (Total Project £1559.34) To Facilitate The Purchase Of Complete Mobile Lighting And Sound Equipment For Internal And External Productions On Behalf Of Bradenstoke Amateur Dramatic Society (BADS). To Include LIGHTING 1 x Showgear Metal Medium Mobile Lighting Structure, 4 x Equinox 260 Zoom Par 19x15W RGBW (Red, Green, Blue And White) Lights, 2 x DAP FLX08 5 Pin MF DMX Cable .75m, 2 x DAP FLX08 5 Pin DMX Cable 10m. SOUND 2 x Alto Speakers TX408 Powered Speakers, 2 x Speaker Stands For The Speakers In Bag. 1 x DI Interface Box To Connect To Laptop And Speakers, 3 x XLR Cables 10 Metre***

Proposed [SB]. Seconded [SW]. Passed

IT WAS RESOLVED TO Agree Under Section 137 of the Local Government Act 1972 To Consider And Agree A Grant Request For £1559.34 (Total Project £1559.34) To Facilitate The Purchase Of Complete Mobile Lighting And Sound Equipment For Internal And External Productions On Behalf Of Bradenstoke Amateur Dramatic Society (BADS). To Include LIGHTING 1 x Showgear Metal Medium Mobile Lighting Structure, 4 x Equinox 260 Zoom Par 19x15W RGBW (Red, Green, Blue And White) Lights, 2 x DAP FLX08 5 Pin MF DMX Cable .75m, 2 x DAP FLX08 5 Pin DMX Cable 10m. SOUND 2 x Alto Speakers TX408 Powered Speakers, 2 x Speaker Stands For The Speakers In Bag. 1 x DI Interface Box To Connect To Laptop And Speakers, 3 x XLR Cables 10 Metre To Be Paid From The Community Infrastructure Levy (CiL) Budget.

CM26/169 ***Under Section 137 of the Local Government Act 1972 To Consider And Agree A Grant Request For £5500.00 (Total Project £5500.00) To Facilitate The Purchase Of A Segway Navimow Robotic Mower For The Churchyard To Cut Reduce The Costs On Hiring A Grass Cutting Contractor On Behalf Of St Micheal's Church***

Proposed [SB]. Seconded [SW]. Passed

IT WAS RESOLVED TO Agree Under Section 137 of the Local Government Act 1972 To Consider And Agree A Grant Request For £5500.00 (Total Project £5500.00) To Facilitate The Purchase Of A Segway Navimow Robotic Mower For The Churchyard To Cut Reduce The Costs On Hiring A Grass Cutting Contractor On Behalf Of St Micheal's Church To Be Paid From The Community Infrastructure Levy (CiL) Budget.

CM26/170 ***To Discuss In Principle To Move Forward With A Council Initiative To Agree To A Lyneham And Bradenstoke Map And To Identify The Size And Number Of Maps The Council Would Wish To Purchase. Initial Expense Of £100 To The Artist With Additional Costs To Be Identified For The September Meeting***

Proposed [SB]. Seconded [FB]. Passed

Draft

IT WAS RESOLVED TO Agree In Principle To Move Forward With A Council Initiative To Agree To A Lyneham And Bradenstoke Map And To Identify The Size And Number Of Maps The Council Would Wish To Purchase. Initial Expense Of £100 To The Artist With Additional Costs To Be Identified For The September Meeting.

CM26/171 ***To Discuss And Agree Next Steps For A Community Venture With The Local Primary School To Help Design The Map For Lyneham And Bradenstoke Parishes***

Proposed [SB]. Seconded [FB]. Passed

IT WAS RESOLVED TO Agree A Community Venture With The Local Primary School To Help Design The Map For Lyneham And Bradenstoke Parishes.

CM26/172 **Parish Steward**

The Clerk reported contact had been established with the Parish Steward and works identified.

CM26/173 **Defibrillator Working Group**

The Clerk provided an update regarding registration systems and ongoing fault resolution.

[EM] to complete registration requirements and continue fault resolution.

CM26/174 **Local Highways And Footpath Improvement Group (LHFIG)**

Next LHFIG Meeting 7th October 2026, 18:00 PM – Via Teams

CM26/175 **To Receive Information Regarding Wiltshire Councils New Speed Limit Policy:**

https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=2324

CM26/176 **SID Working Group**

CM26/177 ***To Discuss And Agree To Purchase An Extended Warranty From Elan City For Unit V-00-507-500#24/10-0054 For A Duration Of Three Years At The Cost Of £199 Excl Tax Per Year Per Unit***

Proposed [SB]. Seconded [FB]. Failed

IT WAS RESOLVED To Not Agree To Purchase An Extended Warranty From Elan City For Unit V-00-507-500#24/10-0054 For A Duration Of Three Years At The Cost Of £199 Excl Tax Per Year Per Unit..

CM26/178 ***To Confirm The Date The SID From Bradenstoke Will Be Moved To Lyneham***

The SID will be moved in the month of August 2026

Draft

CM26/179 **FINANCE MATTERS**

CM26/180 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

Tap Extension At Bradenstoke Allotments, Brother Printer, Hose Reel For Tree Watering In Bradenstoke

CM26/181 **To Receive For Information, Disbursements Made Since The Last Meeting**

The Clerk provided a detailed list of payments that had been processed over the past month. List attached To These Minutes

CM26/182 **To Consider And Approve The Schedule Of Forthcoming Payments**

Proposed [SB]. Seconded [FB]. Agreed.

IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Approved As Presented.

Scheduled Payments Attached To These Minutes

CM26/183 **To Receive the Bank Reconciliations As Presented**

Reconciliations will be completed for the September Meeting.

CM26/184 **To Consider And Agree Mulberry Local Authority Services Ltd To Undertake The 2026-2027 Internal Audit For The Parish Council. On A 3 Year Contract At A Fee Of £80.00 Per Hour Contracted At This Price 2026-2029.**

Proposed [SB]. Seconded [FB]. Agreed.

IT WAS RESOLVED To Agree Mulberry Local Authority Services Ltd To Undertake The 2026-2027 Internal Audit For The Parish Council. On A 3 Year Contract At A Fee Of £80.00 Per Hour Contracted At This Price 2026-2029.

CM26/185 **To Receive And Approve The Quote For The Council's Insurance Renewal For 2026-2027 At The Cost Of £1289.86**

Proposed [SB]. Seconded [SW]. Agreed.

IT WAS RESOLVED To Agree The Quote For The Council's Insurance Renewal For 2026-2027 At The Cost Of £1289.86.

CM26/186 **TO RECEIVE AN UPDATE AND, TO DISCUSS AND AGREE NEXT STEPS REGARDING THE TOILET REFURBISHMENT**

CM26/187 **To Discuss And Agree The Next Steps On The Toilet Block Refurbishment**

Deferred to the Closed Session

Draft

CM26/188 **To Approve, Under Condition, A Budget Of £32,820.07 + VAT For Full Rectification Of Faults And Issues At The Toilet Block By Danflo.**
Deferred to the Closed Session

CM26/189 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Correspondence received included WALC newsletters, democratic services briefings and training information

CM26/190 **TO CONSIDER ITEMS OF MAINTENANCE**
Church Farm Mews vegetation.

Lancaster Square bench installation.

Manhole cover replacement

EM to obtain final details and quotation for the manhole cover replacement.
RG1 to progress bench installation.

CM26/191 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**

- The key summary points for public messaging are as follows:
- Thanks to volunteers maintaining parish planters. CM26/136
- Approval of basketball hoops and associated surfacing works. CM26/145
- Approval of governance policies. CM26/148-156
- Approval of community grants. CM26/166-169
- Progress on the parish map project.CM26/170-171

CM26/192 **NEXT MEETING**
To Note the next meeting of the Full Council, will be Tuesday 11th August 2026 7pm, At Bradenstoke Village Hall If Council Business Requires.

The next planned Full Council Meeting will be the 8th September 2026, 7pm, At Lyneham Village Hall.

Meeting closed 20:28.

CM26/193 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**
Proposed [SB]. Seconded [SW]. Agreed.

Draft

It Was Resolved In View Of The Confidentiality Of The Following Items, To Consider A Resolution To Exclude The Press And Public From The Meeting In Accordance With The Public Bodies (Admission To Meetings) Act 1960, In Order To Discuss The Items In Accordance With Standing Order 3(D).

CM26/194 **TO RECEIVE AN UPDATE AND, TO DISCUSS AND AGREE NEXT STEPS REGARDING THE TOILET REFURBISHMENT**

The Council received a detailed update regarding defects identified in the toilet refurbishment works. Concerns were raised regarding the quality of workmanship and the extent of remedial work required.

Advice received indicated that significant elements may require complete replacement rather than repair.

The Chair and the Clerk will engage with a local contractor to obtain a full quotation for complete rectification works and bring the matter back to Council, including calling an extraordinary meeting if required.

SB and EM to obtain a full quotation for rectification works.

SB and EM to convene an extraordinary meeting if necessary to approve works.

Draft

Summary of Public Participation Section

Public Participation Section Commenced 19:00

Cllr. Stuart Bernard opened the meeting and invited participation from the public.

Report from the Wiltshire Council Member for the Lyneham division

Cllr Bucknell Cllr Bucknell reported on Wiltshire Council's proposed car parking charge increases and extension of Sunday charging. Clarification had been requested regarding the impact on local car parks.

She also provided an update on forthcoming national planning changes, advising that councillors would have significantly reduced ability to call planning applications to committee from October 2026. Concerns were expressed regarding reduced local democratic influence over planning decisions.

An update was also given regarding the forthcoming Household Recycling Centre booking system trial due to commence in September 2026. Cllr Bucknell advised she was awaiting further information regarding replacement Household Recycling Centre provision in the north of the county.

Report from MOD Lyneham

- Mess Cricket Event on 22nd July 2026.
- 87 Squadron Families Day on 14th August 2026.
- Stand-down period from 15th–30th August 2026.
- Boxing Night event on 10th September 2026.
- Battle of Britain event on 24th September 2026, expected to include a Spitfire fly past.
- *MOD Representative to arrange a site visit regarding the allotment storage container.*
- *MOD Representative to investigate responsibility for replacement planting adjacent to the Bradenstoke solar farm.*

Report from PCSO, Royal Wootton Bassett (RWB)

No report given (PCSO emailed to say on rest days).

Comments from Members of the Public to be considered by the Council regarding items on the agenda.

No comments from members of the public reported

Public Participation Section Ended 19:10

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

Signed _____ Date _____

Draft