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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 September 2021 commencing at 7:00pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Rod Gill [RG1] (except for CM21/192 and CM21/193), Clare Church [CC], David Leuty [DL] (from CM21/157)

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

CHAIR: Frank Ball

APOLOGIES: Antony Jones [AJ],

ABSENT: None.

Meeting Opened 7:14pm

CM21/154 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received for AJ. DL also absent (joined from CM21/157).

CM21/155 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
RG1 declared an interest in both the Allotments CM21/189 and CM21/190 and the Toilet Contract CM21/193

CM21/156 **MINUTES OF THE PREVIOUS MEETINGS FOR 26TH AUGUST 2021**
Proposed RG2 Seconded CC. Passed.
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 26th August 2021 are a true reflection of the decisions made.
Cllr David Leuty joined the Meeting

CM21/157 **CHAIR'S ANNOUNCEMENTS**
No announcements

CM21/158 **PLANNING**

CM21/159 **To Receive the Planning Report from 13th September**
Report Received.

CM21/160 **To Consider the following planning requests**



[PL/2021/08400](#)

Site Address

1 HALES CLOSE, LYNEHAM, CHIPPENHAM, SN15 4NU

Proposal

Proposed Side Extension

Outcome

No Objection

- CM21/161 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
EM Updated that most items are already elsewhere on the Agenda
EM reminded Councilors that budget preparation will begin in November and asked that anything for consideration be sent to the Clerk.
- CM21/162 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM21/163 **Flower Beds Working Group**
SG suggested the Council needs to look closer at how the beds are maintained.
Current beds are looking goods and SG expressed thanks to those supporting the work.
- CM21/164 **Allotment Working Group**
RG1 moved to the audience for the update.
Allotment site is looking better since the contractor removed the debris.
RG1 returned to sit with the Council.
- CM21/165 **Open Spaces & Play Areas Working Group**
FB updated that the WG is looking at wheelchair access to the noticeboard in Bradenstoke. There are some technical items to be considered such as electric cables running under the pavement.
- CM21/166 **Neighbourhood Development Plan Update**
FB updated that a referendum will be held on 30th September. Notices are placed on website, noticeboards as well as distributed leaflets to residents. The library holds a copy of the plan; it is also on the website.
It was agreed that RG1 would attend the count on behalf of the "No" campaign. FB will attend on behalf of the "Yes" campaign.
- CM21/167 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
In AJ absence, Cllr Bucknell was asked to give an update. Cllr Bucknell reported that there had been a discussion on police attendance at events. Police are acting only as advisors, events need to have their own risk assessments and management plans.



A report from the forum has been sent to the Council's attendee, RG1, to be distributed to the Council.

CM21/168 **Royal Wootton Bassett & Cricklade Area Board**
No update

CM21/169 **SID Working Group Update**
FB has spoken to six different parishes regarding their SID devices. Location and details are still being investigated.

CM21/170 **War Memorial Working Group Update**
SG reported that the WG is waiting on some final information before sending the pack to Historic England.

CM21/171 **Emergency Plan Working Group**
DL reported that he has a copy of the existing report and has done an initial review. DL will liaise with the MOD to see what additional help may be available.

CM21/172 **Highways and Maintenance Working Group**
FB reported that the WG is looking at quotes for some tarmacing outside the Bradenstoke playpark.

CM21/173 **Community Action Transport Group (CATG)**
Clerk, EM, reported that she attended the CATG and update Council that there are three items from L&B for CATG and the Council has been asked to prioritise them.

Item #	Item Name	Raised
11-21-1	Lyneham junction visibility	19/02/2021
11-21-2	Bradenstoke dropped kerbs	19/02/2021
11-21-3	Lyneham – Preston Lane signing	19/02/2021

CATG allows only two active requests per parish, therefore only the first two on the priority list will be up for consideration.

Council discussed but did not reach a conclusion. Item deferred to October meeting.

CM21/174 **HR Committee**
AJ has resigned from the HR committee.
FB and RG2 will join the committee.
Proposed SG Seconded CC. Passed.

IT WAS RESOLVED THAT Cllrs Ball and Glover will join the HR Committee.

CM21/175 **Young People and Families Working Group**
No Report



- CM21/176 **Public Relations and Communications Working Group**
No Report. See CM21/186
- CM21/177 **FINANCE MATTERS**
- CM21/178 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044**
Barry Holman has been asked to trim the wildflower gardens (£250).
- CM21/179 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received. Disbursements will be attached to these minutes
- CM21/180 **To Consider And Approve The Schedule Of Forthcoming Payments**
Payments approved and will be attached to these minutes.
Proposed FB Seconded RG2. Passed.
IT WAS RESOLVED THAT the Schedule of Forthcoming Payments be approved.
- CM21/181 **To Receive The Bank Reconciliations As Presented**
Received.
- CM21/182 **To Consider Ending (on September 30th) or Extending (to November 30th) 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 30th November 2021 if extended.**
Proposed FB Seconded SG. Passed.
IT WAS RESOLVED THAT the Scheme of Delegation be extended to November 30th 2021 and be reviewed at the November Full Council Meeting.
- CM21/183 **TO REVIEW THE CATG AUDIT ITEMS AND AGREE NEXT STEPS**
Already reviewed as part of CM21/173 and deferred to next meeting.
- CM21/184 **TO RECEIVE AN UPDATE ON THE BRADENSTOKE NOTICE BOARD**
Already reviewed as part of CM21/165
- CM21/185 **TO CONSIDER AND AGREE NEXT STEPS ON HOLLOW WAY FOOTPATH**
There is currently no pathway along Hollow Way. The MOD fencing prohibits easy provision of a footpath. Major McDavid will look at who in MOD would be willing to discuss options.
Council will provide a written presentation and a potential site visit.
Proposed FB Seconded RG2. Passed.



IT WAS RESOLVED THAT the Council will re-open discussions on the footpath.

CM21/186 **TO CONSIDER AND AGREE TO HOLD A COMMUNITY ENGAGEMENT MEETING WITH THE BRADENSTOKE COMMUNITY**

Proposed FB Seconded SG. Passed.

IT WAS RESOLVED THAT an engagement meeting with the Bradenstoke Community be held

Date to be confirmed.

CM21/187 **TO RECEIVE AN UPDATE ON THE BRADENSTOKE VILLAGE HALL GRANT**

Invoices, photos and related paperwork has been provided by the committee to SG who will forward to the Clerk for payment.

CM21/188 **TO CONSIDER AND AGREE NEXT STEPS REGARDING THE OPEN SPACES PROPOSED IN THE POUND FARM DEVELOPMENT**

FB circulated and read out a list of collated possibilities and concerns.

1. Pedestrian access to Webbs Court and Pound Close is essential to allow pupils to walk to local primary and infant schools.
2. Pedestrian and vehicle access to existing playpark to be put in. Gates to up to latest specification for access to a playpark.
3. Play Park could do with more equipment. Maybe climbing pyramid or small rocking horse.
4. Open space to have
 - a, Shelter and picnic benches
 - b. Goal post set back from the road
 - c. Trim track similar to park in Calne or as below.
 - d. Fence on A3102 to stop dogs and children straying on to main road
 - e. Dog and litter bins
 - f. Allotment area
5. Open spaces to be registered as open spaces
6. Bench on open space/ buffer zone. Maybe more trim track equipment.
7. Dog and litter bins located at various places around the estate.
8. Will Wiltshire Council maintain the open spaces including area around access road. Or should this be the Parish council?
9. Will Wiltshire council adopt the road infrastructure?

The Play Park will be the responsibility of the Management Committee formed as part of the Pound Farm development.

EM to write to the developer to outline the Council's thoughts and concerns.



- CM21/189 **TO CONSIDER AND AGREE AN AMENDMENT TO THE ALLOTMENT AGREEMENT TO ALLOW THE KEEPING OF BEES**
No decision reached. Deferred to next meeting to allow time to consult with Bee expert.
- CM21/190 **TO CONSIDER AND AGREE THE ALLOTMENT RENTAL PRICE FOR 2022/23**
No decision reached. Deferred to next meeting.
Prices vary from Parish to Parish depending on size. Bradenstoke price is lower than most.
All plots at the allotment are the same size and same price.
- CM21/191 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
None.
Cllr. Rod Gill Left the Meeting
- CM21/192 **TO CONSIDER AND AGREE TO THE CONTRACT EXTENSION BY SIX MONTHS (TO 30-MARCH-2022) FOR GRASS CUTTING AND RELATED WORK (KEVIN ILES)**
Proposed FB Seconded SG. Passed.
IT WAS RESOLVED THAT the contract be extended to 30-March-2022.
- CM21/193 **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)**
Proposed FB Seconded CC. Passed.
IT WAS RESOLVED THAT the contract be extended to 30-March-2022.
- CM21/194 **TO CONSIDER ITEMS OF MAINTENANCE**
None.
- CM21/195 **KEY MESSAGES**
None.
Cllr. Rod Gill Re-joined the Meeting
- CM21/196 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 12th October 2021 at 7pm, planned for Bradenstoke Village Hall.

Meeting Closed 9:07pm



Summary of Public Participation Section

Parish Council Vice-Chairman, Cllr. Frank Ball opened the meeting at 7:00pm and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Cllr Bucknell's update is attached to these minutes.

MOD Lyneham Report from Major Iain McDavid

MOD remains cautious on COVID. The MOD want to reassure residents that most soldiers are receiving 2nd vacation this week. The majority will now be double jabbed

MOD Lyneham is not fully open yet, this is in line with government advice

There will be no fireworks event this year. The MOD will look to attend the normal remembrance day events.

MOD has a bi-monthly meeting with the PCSOs to discuss any issues. Local police may be seen in and around the gate to help reduce traffic offences

Fence line issue / removal of trees: Looking at this as work in progress, some removed but more to be done. MOD thanks residents for their support.

No update for ditches at Bradenstoke as the designated officer is away, but work will pick up again shortly.

PCSO

Awaiting appointment. No update.

Other Public Items discussed

No questions from the public.

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

Signed _____

Date _____

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING
PAYMENT SCHEDULE

13th September 2021



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Payments Made Since Last Meeting						
2010137		B/P to: RKM Construction	April , May & June	Toilet Cleaning	£ 1,368.75	N
2010144	29-Jul-21	B/P to: Elizabeth Martin	July	Salary		N
2010145	09-Aug-21	Direct Debit (NEST)	July	Pension		N
2010146	29-Jun-21	B/P to: Charlton Baker	44154	Payroll - July	£ 14.58	Y
2010147		B/P to: Liam Broughton	July	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010148	14-Jul-21	B/P to: Steele Davis	264914	Bench (100% contibution from family)	£ 470.40	Y
2010149	29-Aug-21	B/P to: Elizabeth Martin	August	Salary		N
2010150	31-Jul-21	B/P to: Kevin Isles	3321	Grounds	£ 1,000.00	N
2010151	09-Aug-21	Direct Debit (NEST)	August	Pension		N
2010152	25-Aug-21	B/P to: Kevin Isles	3344	Grounds	£ 500.00	N
2010153	25-Aug-21	B/P to: Charlton Baker	45816	Payroll - August	£ 14.58	Y
2010154	30-Jul-21	B/P to: Lemon Gazelle	347	NP Website Hosting and Maintenance July	£ 50.00	N
2010155	30-Aug-21	B/P to: Lemon Gazelle	350	NP Website Hosting and Maintenance August	£ 50.00	N
2010156		B/P to: Liam Broughton	August	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010157	14-Jul-21	B/P to: e.on	H1A1266E3B	Electric - July	£ 23.71	R
2010158	14-Aug-21	B/P to: e.on	H1A2EF4A87	Electric - August	£ 23.95	R
Forthcoming Approved Payments (not included on Reconcilliation)						
2010159		B/P to: Liam Broughton	September	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010160		B/P to: Elizabeth Martin	September	Salary		N
2010161		B/P to: Elizabeth Martin	September	Pension		N
2010162		B/P to: Bushton Village Hall	July	Hall Hire	£ 27.00	N
2010163		B/P to: Bushton Village Hall	August	Hall Hire	£ 27.00	N
2010164		B/P to: RKM Construction	July, August	Toilet Cleaning	£ 912.50	N
2010165		B/P to: Liam Broughton	September	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010166		B/P to: Charlton Baker	tbc	Payroll - September	£ 14.58	Y
2010167		B/P to: Lemon Gazelle	tbc	NP Website Hosting and Maintenance Sept	£ 50.00	N
2010168		B/P to: e.on	tbc	Electric - September	Approx £25	R
Internal Banking Transfers						

* Amounts include VAT

*** NOTE: Payment 2010151 is a duplicate of 2010145 and will be re-used for October's payment
(Notation made 19/10/21)



Update for Lyneham and Bradenstoke Parish Council September 2021

Wiltshire Council

Libraries and Leisure Centres reopen

All local libraries and leisure centres are now open – Lime Kiln LC is transferring back to the control of Wiltshire Council from 1st October.

<https://www.wiltshire.gov.uk/leisure/leisure-centre-insourcing>

Consultations

Wiltshire Council is consulting on two strategies at the moment:-

Climate Strategy

<https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>

Green/Blue Infrastructure Strategy –

<https://www.wiltshire.gov.uk/planning-bio-green-blue-infrastructure>

Closing Date 17th October 2021.

AFGHAN REFUGEES

Wiltshire Council is working with Central Government to find homes to resettle Afghan families, many of whom are currently living in hotel accommodation in Wiltshire.

The Council is very clear that it does not wish to house refugees in “Council housing” as this would be detrimental to the needs of our existing Wiltshire residents.

A request was made to Private Landlords to offer empty properties for consideration for housing Afghan families.

A request has also been made to the MoD to see if any of their empty properties could be used to temporarily house refugees whilst more permanent homes are found.

This has caused some negative comments on Social Media, as well as many positive ones.

If (and there is no certainty) any Afghan refugees are relocated to Lyneham, a high level of support will be needed to meet their needs. Government funding is available, and a large number of organisations have already offered a variety of support.

Rev Rachma and Rev Karen are looking to work with the community and the Parish Council to prepare to welcome the families, should any be allocated to this area.

Area Boards

Area Board meeting date

The next meeting date is September 29th 2021 at 1800 and will be a virtual meeting.

Formal meetings will take place 4 times a year and will be primarily business meetings. Following the September meeting, the Area Board will be taking forward a number of priorities that have been identified as part of the Covid Recovery work. We will be looking at a number of different engagement methods to address local issues, including face to face meetings.



We are also planning an informal face to face get together in October as we will be welcoming Community Engagement Manager Alexa Davies back part time to help Jane Vaughan.

The priority areas for RWB&C (to be confirmed at the Area Board) are:-

Young People:

- Develop the Local Youth Forum (Practitioners group).
- Establish a Community Area Young Peoples Voice group.

Older and Vulnerable People

- To set up an Older and Vulnerable People and their Carers Group.
- Re-establish the Health and Wellbeing Group.

Environment

- Promote the Wiltshire Council Climate Strategy and COP26.
- Establish an Area Board wide Environment Group

Economy

- Establish current issues affecting local business and promote regeneration of the high street.
- Raise awareness of organisations working locally to eliminate poverty (fuel, IT, financial, food)

Community Resilience

- Develop a Community Area Parish Forum.

Community Area Transport Group (CATG)

CATG met Sept 1st

The Parish Council has 3 issues outstanding, and needs to prioritise 2 of these to be considered by the CATG when a space becomes available.

Date of next meeting has not yet been set.

Community Safety Forum

The forum met on September 9th, and it was good to welcome Cllr Ron Glover to the meeting. It was a lively meeting discussing the police involvement with public events. The notes have been sent to Cllr Glover to share with the parish.

Next meeting is October 8th.

Local

Road Works

People are now able to view roadworks on the One Network system. This also allows for traffic alerts to be set up and delivered to people's email addresses so is worth signing up for if you are a regular traveler!

<https://www.wiltshire.gov.uk/article/1260/Roadworks-and-related-information>



Thames Water Utility works have caused some issues in Lyneham particularly in Preston Lane. The defective works have been rectified and as a gesture of goodwill, the lining outside Lyneham Primary School has been replaced.

Missing Post Box – Bradenstoke Junction

A replacement post box is in situ and operational.

Works to Pavements in Lyneham

A number of pavements in Lyneham have been repaired / resurfaced.

TREES – Church Farm Mews

8 trees which were suffering from Ash Die Back were removed.

GREYHOUNDS - GRAIN BARN TOCKENHAM

Planning permission was refused. Wiltshire Council Planning Enforcement team is waiting to see if the applicant will appeal prior to taking next enforcement steps.

SPEEDING CHIPPENHAM ROAD

A number of residents have contacted me regarding the speed of traffic travelling along the A3102. The Speed limit is correct for the type of road and has been fairly recently reviewed. Enforcement of speed limits is a police matter, assisted by Community Speed Watch.

Chippenham Road area.

White Hart Car park area:

The Planning application has still not been determined

Greenfields extension:

Work has commenced.

MoD /DIO Notice to quit for private tenants

The MoD has extended contracts to March 2022. I have been talking to MoD about further help and am awaiting an update. A decision has been delayed due to the Afghan Refugee Resettlement situation.

Bradenstoke Solar Farm Community Benefit Fund

The AGM will be held virtually at 18:00 on Wednesday 20th October, Details will be sent separately.

Details of all grants can be found on the website

<https://www.bradenstokesolarfund.org/>

If anybody knows of any worthy projects, do please LBPC Chair or me know.