

## **LYNEHAM AND BRADENSTOKE PARISH COUNCIL**

### **Minutes of Virtual Meeting held on 9<sup>th</sup> June 2020 at 8pm using Microsoft Teams video conferencing software.**

The Chairman did a 'roll call' to confirm who was present at the meeting.

**Present:** Cllr Frank Ball (Chairman), Cllr Keith Webster (Vice-chairman)

Cllrs: Liam Broughton, Tim Darch, Rod Gill, Gayna Howarth, Carol Jenkins, Chris Moncrieffe.

NB: Cllrs Rod Gill and Chris Moncrieffe accessed the meeting by phone, being unable to access the video software. They were unable to view the proceedings but participated fully by audio only. Cllr Ant Jones joined the meeting at 8.20pm.

Parish Clerk: Mrs Ann Kingdon

9 members of the public viewed the meeting

### **Public Participation**

- a) Wiltshire Councillor Allison Bucknell had submitted a written report, which is attached to and forms part of these Minutes.
- b) Major Nick Nicholson, representing MOD Lyneham, joined the meeting by phone. He reported that, currently, there were circa 1200 Trainees and other staff living and working at MOD Lyneham.
- c) Comments from members of the public: Members of the public had been given the opportunity to ask questions by emailing the Parish Clerk but none had been received.

**NOTE FROM THE PARISH CLERK – The Minutes of Council meetings will be numbered continuously and consecutively from meeting to meeting, with a prefix to denote that it is a Council Minute and will include reference to the year in which the meeting took place, e.g. CM/20. Minutes of Committee and Sub-committee meetings will be numbered separately but consecutively with a prefix to denote which Committee or Sub-committee the Minutes refer to e.g. PC/20 Planning Committee, FM/20 Finance Committee. All references to papers attached to and forming part of the Minutes means that the paperwork is filed in the Minute Book with the Minutes. Such paperwork is also usually available on the website with the Agenda for future reference.**

## **MINUTES**

CM/20/11 – **Apologies** – There were none.

CM/20/12 – **Declarations of Interest** – There were none.

CM/20/13 – **Minutes of the meeting held on 19<sup>th</sup> May 2020** were approved and the vote recorded. These Minutes will be signed by the Chairman at the first physical meeting of the Parish Council.

CM/20/14 – **Planning Committee.** Cllr Tim Darch, as Chair of the Planning Committee, read out the Planning Committee report, which is attached to and forms part of these Minutes.

CM/20/15 – **Reports from Working Groups**

CM/20/15.1 – **Neighbourhood Development Plan Steering Group** – Cllr Keith Webster reported that, following the Planning Permission being granted for the Pound Farm development, members of the NDP Steering Group were questioning whether it was worth proceeding with work necessary to produce a Neighbourhood Development Plan. Some members had met, virtually, already with another group meeting the following day. The position would be clearer by the end of the week. It had been confirmed that an Enhanced Environmental Assessment was not required and Lemon Gazelle had produced a Standard Environmental Assessment. The Regulation 14 Public Consultation could now commence.

CM/20/15.2 – **Flower Beds Working Group** – Cllr Gayna Howarth reported that most of the flower beds in both villages had been replanted and the rest would be done shortly. She thanked residents who had helped with the replanting and also volunteered to water these flower beds. The layby on Chippenham Road would be replanted as a Wild Flower meadow with the help of Barry Holman Gardens from Lyneham. It was anticipated that the work would commence in October. Cllr Rod Gill said he would remove and dispose of the tyres that had been emptied of plants this week and would remove the remainder when the plants had been removed at a later date.

CM20/15.3 – **Allotments Working Group** – Cllr Gayna Howarth reported that the proposed April meeting of the Allotment tenants had not taken place due to the Coronavirus lockdown but would take place when restrictions are lifted. The hedge beside plots 39 and 40 would be trimmed back, taking into account bird nesting activity. It was proposed to build three compost bins on Plot 39 using donated pallets. Cllr Rod Gill offered to build the compost bins, which would be filled and used on a rotated basis. However, a large amount of rubbish had to be removed from the plot before this could be done and Cllr Gayna Howarth would look into the possibility of hiring a skip to take it away.

CM/20/15.4 – **Highways and Maintenance Working Group – Bradenstoke**

**Noticeboard Access Improvement** - Cllr Chris Moncrieffe reported that he had 2 quotes for improving the access to the Bradenstoke Noticeboard and awaited a third. He would then bring this to an appropriate Parish Council meeting for a decision.

**Holloway Footpath Project** – Cllr Chris Moncrieffe reported that he and Cllr Frank Ball had met with a Consultant to view the proposed route and provide a quote for what work would be required to achieve the proposed footpath. Cllr Frank Ball reported that he would need to speak to someone from Defence Infrastructure Organisation (DIO) who manage the land on behalf of the MOD. It would be necessary to ascertain whether it would be possible for the land to be released in some way so that the proposed footpath could be provided. It would also be necessary for a public consultation exercise to be undertaken to confirm the need for the footpath. This could be done in conjunction with the consultation exercise that the NDP Steering Group would be

undertaking for the Regulation 14 consultation, although both consultations would have to be in an electronic format, in view of the Covid-19 restrictions currently in place.

## **Financial Reports**

CM/20/16 – *Current balances* at the bank as at 31<sup>st</sup> May 2020 were noted as follows:

Current Account - £18,429.96

There were unrepresented cheques to the value of £3,473.71 giving a balance of £14,956.58.

Deposit Account £88,628.60

*Schedule of Cheques paid* – Cheque number 101022 on the schedule of cheques for payment on 9<sup>th</sup> June 2020 would have to be cancelled because this invoice had been paid by Cllr Gayna Howarth direct to the company. Cllr Howarth would claim a refund in due course. Both Cheque Schedules are attached to and form part of these Minutes. Subject to the cancellation of cheque number 101022, it was proposed by Cllr Frank Ball and

UNANIMOUSLY RESOLVED to approve the Schedule of cheques paid on 22<sup>nd</sup> May 2020 and those for payment on 9<sup>th</sup> June 2020

CM/20/17 – **Parish Council Banking Arrangements** – The Parish Clerk's report was noted. It was decided to accept the principle of the need to change banks. However, it was decided that more research was required as to what other banks may offer. The new Parish Clerk would be requested to do this and bring back to the meeting on 14<sup>th</sup> July 2020. A decision would be made at that meeting and this would give time during the summer recess to make the switch to a different bank if approved. The draft Internet Banking Policy would also be reviewed at that meeting.

## **CM/20/18 – Annual Governance and Accounting Return (AGAR) and External Audit paperwork – Financial Year Ended 31<sup>st</sup> March 2020**

CM20/18.1 *Approval of Section 1 Annual Governance Statement* – The Parish Clerk read out each statement in Section 1 of the AGAR, which were considered individually and responded to by Councillors. The responses were recorded on Section 1 of the AGAR and the explanations for negative responses, provided by the Parish Clerk, were reviewed. A copy of both documents are attached to and form part of these Minutes. It was proposed by Cllr Frank Ball, seconded by Cllr Gayna Howarth and

UNANIMOUSLY RESOLVED that Section 1 of the AGAR, as completed at this meeting, together with the Explanatory Notes for negative responses, be approved for submission for External Audit.

CM/20/18.2 – *Approval of Section 2 – Accounting Statements* – The Accounting Statement in Section 2 of the AGAR, together with the Variances Explanations, were considered. A copy of both documents are attached to and form part of these Minutes. It was proposed by Cllr Liam Broughton, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED that Section 2 of the AGAR, together with the Explanatory Notes for the variances, be approved for submission for External Audit.

The External Auditor requires 'wet' signatures on these documents. The Parish Clerk signed both Section 1 and Section 2 at the meeting and arrangements were made for the Chairman to 'wet' sign them the following day.

CM/20/19 – **Notice of Public Rights and Publication of Unaudited Accounts** – The Parish Clerk's report was noted. It was proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED to set the dates for Public Rights of Inspection of the Unaudited Accounts for the year ended 31<sup>st</sup> March 2020 to commence on Monday 15<sup>th</sup> June 2020 until Friday 24<sup>th</sup> July 2020.

CM/20/20 – **Appointment of Internal Auditor** – The quote for auditing services received from Auditing Solutions was considered. It was proposed by Cllr Frank Ball, seconded by Cllr Gayna Howarth and

UNANIMOUSLY RESOLVED to accept the quote from Auditing Solutions for Internal Audit services for three years.

CM/20/21 – **Appointment of Parish Clerk** – It was proposed by Cllr Frank Ball, seconded by Cllr Liam Broughton and

UNANIMOUSLY RESOLVED that Elizabeth Martin be appointed to the post of Parish Clerk with effect from 15<sup>th</sup> June 2020.

CM/20/22 – **Bradenstoke Junction replacement lighting** – The successful application to the Solar Benefit Community Fund for £7,717.15 was noted. Wiltshire Councillor Allison Bucknell was thanked for submitting the application on behalf of the Parish Council.

CM/20/23 – **Parish Council Meeting Venue** – It was proposed by Cllr Frank Ball, seconded by Cllr Gayna Howarth and

RESOLVED THAT the venue for Parish Council meetings be changed to Lyneham Village Hall with effect from the first physical meeting that can be held.

CM/20/24 – **Councillor Observations and Items for the next Agenda** Cllr

Tim Darch – Virtual Phone number for Parish Council use.

Cllr Gayna Howarth – Replacement signs for allotments and play areas.

Cllr Chris Moncrieffe – Holloway Footpath project update.

Cllr Keith Webster – Grass cutting contract.

Cllr Frank Ball informed Councillors that the work required to level the ground beside a ditch alongside the dog walking field would be carried out by Mr Tim Webb as soon as possible. Cllr Frank Ball wished to record the Parish Council's thanks to Mr Webb for doing this work.

CM/20/25 – The Chairman announced that the next meeting of the Parish Council would be held on 14<sup>th</sup> July 2020 and would again be a virtual meeting, in accordance with current legislation.

CM/20/26 – **Exclusion of the Press and Public** – It was proposed by Cllr Frank Ball, seconded by Cllr Liam Broughton and

UNANIMOUSLY RESOLVED THAT in accordance with the provisions of

Section1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted, which is to do with staffing and contractual matters.

As this was a virtual meeting, it was necessary for the public meeting to close at 9.30pm and another virtual meeting to be opened at 9.32pm with only Parish Councillors being admitted.

CM/20/27 – **Formal approval of Terms of Contract for newly appointed Parish Clerk** – It was proposed by Cllr Frank Ball, seconded by Cllr Liam Broughton and  
UNANIMOUSLY RESOLVED to confirm the Employment Contract for Elizabeth Martin as recommended by the Human Resources Sub-committee.

CM/20/28 – **Other Contractual Matters** – It was proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and  
UNANIMOUSLY RESOLVED THAT the contract extension until 7<sup>th</sup> July for Mrs Kingdon be approved.

There being no further business the Chairman closed the meeting at 9.45pm.

Signed ..... Date .....  
Chairman – Cllr Frank Ball