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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 12th January 2021
commencing at 7:30pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Rod Gill [RG], Liam Broughton [LB], Antony Jones [AJ], Shendie Green [SG], Mike Robertson [MR], and Daniel Beare [DB]

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

CHAIR: Frank Ball

APOLOGIES: None Received

Meeting Opened 19:55

CM20/219 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None Received

CM20/220 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
LB declared an interest in item 12 as he is the reconciliation countersigner.

CM20/221 **MINUTES OF THE PREVIOUS MEETINGS FOR 8TH DECEMBER 2020**
Proposed MR Seconded DB Passed
SG Abstained as not in attendance in December 2020.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 8th December 2020 are a true reflection of the decisions made.

Minutes will be signed by the Chairman at the first physical meeting of the Parish Council

CM20/222 **TO CONSIDER THE APPLICATIONS FOR CASUAL VACANCIES FOR THE COUNCIL AND TO CO-OPT ACCORDINGLY**

CM20/223 **To Consider And Agree The Co-Option Of Ron Glover To The Parish Council.**
Proposed FB Seconded RG Passed

IT WAS RESOLVED THAT Ron Glover be Co-Opted as a Parish Councillor for Lyneham and Bradenstoke Parish Council.

**CM20/224 PLANNING COMMITTEE****CM20/225 To Receive the Monthly Planning Report**

FB read out the Planning Committee report, which is attached to and forms part of these Minutes.

CM20/226 To Consider Planning Application 20/07085/FUL, The Co-Operative Store, Calne Road, Lyneham, SN15 4PP

The Council agreed that the collective response to Wiltshire will be "No Objections".

CM20/227 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**CM20/228 Flower Beds Working Group**

The flower beds are not doing much at the moment but are looking pretty at the moment. If any members of the public would like to get involved with helping out with the flower beds for the upcoming year, please contact the Parish Council Clerk. No experience is required but any help would be greatly appreciated.

CM20/229 Allotment Working Group & Open Spaces Working Group

The Council has agreed some work to be done in the allotment area and dog walking field. To date works include the levelling off the verge outside the dog walking field and it being seeded with grass. It will be seeded again further on in the season. The gate post between the dog walking park and the play area has been reset to allow for the gate to close properly. The trees in the play area have now been planted. The ditch at the playing field adjacent to the allotments has been dug out and a large drainage pipe installed. The hedge adjacent to the ditch has been cut back and the branches have been piled up. The branches may be left for a period of time as the ground is too soft to allow for a farm vehicle to get in and remove them. Bonfire usage is restricted so removal will take place as soon as the weather permits.

The work in the allotments and in and around Bradenstoke is ongoing. The ditch on the other side of the allotments is due to be dug out imminently providing the weather holds. There is also a pipe from one side of the allotment to the other being put in to supply water to the new trough. The ditch between the MOD land and the allotments is also due to be dug out. The contractor is trying to get a digger to the ditch and will go as far as possible to complete the work.

The following work items in Bradenstoke are not going forward at present and are awaiting decisions.

- The signs that would state soft verges, do not park on the verge. The Council is investigating what permissions are required for this kind of signage.
- There are two Notice Boards in Bradenstoke to be made wheelchair accessible. One of the two is being investigated for amendment. The Council is unsure of the owner of one of the noticeboards and the owner is asked to get in touch with the Clerk or FB.

- CM20/230 **NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE**
The NDP has been released and placed on the website with a flyer placed on the noticeboards, the Coop, the petrol station and on various village Facebook pages.
The Consultation is open until March 4th, 2021. The NDP is planned to be placed for voting in May.
- CM20/231 **AREA BOARD POLICE LIAISON UPDATE (ROYAL WHOOTTON BASSETT)**
As this is part of the RWB Safety Forum, MR gave an update. MR told the audience that during the meeting of the 11th December 2020, he asked Officer Downing if he would support a SID, he agreed in principle he would. Additional material can be found in the public session from Cllr. Bucknell.
- CM20/232 **TO CONSIDER AND AGREE THE REQUEST FOR ALTERATION OF SIGNAGE IN PRESTON LANE AND FOR A FORMAL REQUEST TO BE PUT FORWARD TO CATG FOR CONSIDERATION**
Proposed DB Seconded FB Passed
IT WAS RESOLVED THAT the request for alteration of signage in Preston Lane be put forward to CATG for consideration.
- CM20/233 **TO CONSIDER AND AGREE A REQUEST FOR DROPPED KERBS IN BRADENSTOKE AND FOR A FORMAL REQUEST TO BE PUT FORWARD TO CATG FOR CONSIDERATION**
Proposed LB Seconded SG Passed
IT WAS RESOLVED THAT the request for dropped kerbs in Bradenstoke be put forward to CATG for consideration
- CM20/234 **TO CONSIDER AND AGREE THE QUOTE FOR WORKS IN THE PLAY PARKS HIGHLIGHTED IN THE ANNUAL ROSPA REPORTS**
Proposed MR Seconded LB Passed
IT WAS RESOLVED THAT the quote for £683 for works in the play parks highlighted in the Annual ROSPA reports be agreed.
- CM20/235 **TO RECEIVE FOR INFORMATION THE CLERKS REPORT.**
EM ran through the current state of CIL and Section 106 agreements and the related monies owed or forthcoming to the Council.
£11,421.06 shown on the report as owing was received since the publication of the report. Therefore, the figure owing at the bottom of the report of £17,115.71 is, at the date of the meeting, £5,694.65.
The document is available under the supporting documents on the website.
EM explained that the CIL and S106 monies are related to specific items with planning and do not form part of the operational budget. Conditions are attached that would need to be validated by Wiltshire Council and the underlying contracts before use of the money is permitted by the Parish Council.

CM20/236 FINANCE MATTERS**CM20/237 To Receive a Report from the Finance Committee**

No Report, there has not been a meeting of the Finance Committee since the last meeting.

CM20/238 To Receive for Information, Disbursements made since the last meeting

Received.

Disbursements are attached to and form part of these minutes.

CM20/239 To Receive the Bank Reconciliation

Received

The Bank Reconciliation are attached to the and form part of these minutes. It was noted that there is a discrepancy on the reconciliation as a payment to HMRC was made twice. The amount has placed the Council in credit with HMRC and this amount will be deducted from the next HMRC amount owed.

CM20/240 To Consider and Agree The 2021-2022 Budget

Proposed FB Seconded AJ Passed

IT WAS RESOLVED THAT the budget presented for the 2021-2022 be accepted.

CM20/241 To Consider and Agree the Precept for 2021-2022

Proposed FB Seconded AJ Passed

IT WAS RESOLVED THAT scenario 4, presented in the precept presentation, of £52,704 (increase of %12.82 or £3.96 per band D House) be accepted.

Action: EM to file a precept request to Wiltshire Council for £52,704.

CM20/242 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED

FB read out an email from Mr Boden regarding some parking and anti-social issues. FB suggested a meeting.

Action: EM to setup a Teams Meeting with Mr Boden.

The Council is looking at signs regarding parking, but no decision has been made. FB stated that a balanced view on requirements needs to be taken. FB stated that the dog field and play park is open to all, not just specific residential areas. The Council investigate any issues with the fencing and fix if appropriate. Designated parking spaces are an issue for Wiltshire Council, but the Parish Council will revisit in February. FB stated that there has been no request for a dog walking field in Lyneham.

Action: EM to investigate ownership at the land at the end of the lane.

The Council has written back to Mr Boden

FB suggested members of the public should check the Council's website regarding announcements on the planning forum being run by Wiltshire Council.



- CM20/243 **TO CONSIDER ITEMS OF MAINTENANCE**
Cllr Bucknell had forwarded information regarding a footpath in Goat Acre. EM will follow-up with the Parish Steward.
- CM20/244 **KEY MESSAGES**
Welcome Ron Glover as a new Councillor to the Council. The Council is still looking for additional members to join the Council. The precept for 2021/2022 has been agreed and has been submitted to Wiltshire Council as an increase of 12.82% or £3.96 per band D House.
- CM20/245 **NEXT MEETING.**
The next meeting will be held on Tuesday 9th February 2021 at 7:30pm. 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.
Meeting Closed 21:12

Summary of Public Participation Section

Parish Council Chairman, Cllr. Frank Ball opened the meeting at 7:32pm and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell, has submitted a written report, which will be placed on the website. Wiltshire Councillor, Allison Bucknell, was present at this meeting. As the Country is now in lockdown, Wiltshire Council is now working response (not recovery and response as before). The Wellbeing Hubs are in use again and are currently busy taking queries from businesses who may need some grants to help through the lockdown. Libraries and Leisure Centres are all shut again, but in attempting to keep things running as normal bin collection will remain as normal and HRC's are still running on appointment. Road repairs are also still being managed. Wiltshire Council is asking for the patience of the public as some areas of the Council are short staffed and will require some time for response. There is a lot of press at the moment about free school meals. Please be assured that anyone who is entitled to free school meals will be getting them organised through the schools and provided for by the funding from the Government. Also, all children who need them will also be getting digital devices and access to internet data packages also being organised through the schools. The Area Board meeting in January was cancelled so that focus could be put on the response for COVID19, the next Area Board Meeting is scheduled for 10 March 2021. The next CATG meeting will be held on the 13th January 2021. The replacement post box in Bradenstoke is still outstanding and without an update this month.

A second Community Safety Forum was held on 8th January 2021. The regular PCSO for Lyneham and Bradenstoke Andy Singfield is being seconded so Marty Alvis is looking after this area for now. The Police have had a low number of calls recently but 50% of the calls received are sadly reporting domestic violence. The Police will now be enforcing COVID19 breaches with fines now after nine months of educating.

Greenfield Mobile Home Estate hopes to undertake work on site from April and in reference to the "Notice to Quit" there is a discussion item for the Cabinet meeting in February to discuss an offer of funding to Allington Homes to purchase some of the properties.

There still remains concerns of fly tipping in the area. Discussion with Wiltshire Officers on the best way to handle this are taking place. Any updates will be sent through to the Parish Council.

Report from the MOD

Major Iain McDavid from the MOD was present at this meeting. The base has been working with the Primary School for getting the numbers down so the school could meet the compliance issues for COVID19. The MOD were asked to assist due to the high number of MOD school aged children attending the local school. The adjustments for this project took a bit of time but is considered to be successful.

MOD Lyneham is investigating lateral flow device where all personnel are tested prior to entry MOD Lyneham. In line with that MOD Lyneham is working to continue to reduce its foot flow by continuing to have service personnel work remotely by working from home.



Royal Wootton Bassett Police Report

No report available before this meeting. COVID19 is the highest priority

Other Public Items discussed

The Chairman Ball read out all the queries and comments submitted by members of the public. These are available on the website under supporting documents.

Having concluded, the Chairman moved to commence the Parish Council Meeting.

All supporting documentation is available on the Parish Council's website for the relevant meeting, or via the Clerk.

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

Signed frank ball

Date _____



Lyneham and Bradenstoke Parish Council

Planning Committee Report

Date: 5 January 2021

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

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

New Applications Received in the Parish since the last meeting

These are application 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

[20/10241/FUL](#) The Co-Operative Store Calne Road Lyneham SN15 4PP

Installation of new plant equipment

*[Circulated to Council on 11 December 2020.
Response to Wiltshire Council extended. Application
will be reviewed at the next Full Council Meeting]*

Decided Applications since the last meeting

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

[20/02387/OUT](#) Land at Pound Farm South View Lyneham Wiltshire

Outline planning application (all matters reserved except means of access only in relation to a new point of access into the site) for residential development of up to 50 dwellings and provision of land for D2 use; including the creation of new vehicular access, public open space, landscape planting, pumping station, surface water attenuation and associated infrastructure

[Approved with Conditions]

[20/06042/FUL](#)

6 Argosy Road Lyneham, SN15 4AP
Second storey side extension, single storey front, side and rear extensions.

[Approved with Conditions]

[20/05978/FUL](#)

Abbey View Cottage, Bradenstoke
Single Story Rear Extension

[Approved with Conditions]

[20/06348/TPO](#)

The Ferns Bradenstoke, SN15 4 EX
Up to 25% Reduction to Side Branches Overhanging
“The Beeches” Garden and 10% Crown Thin to 6
Beech Trees

[Approved with Conditions]

[20/07075/VAR](#)

Park Farm Bungalow Barton Close, Bradenstoke 6
Barton Close, – Removal of Agricultural occupancy
condition 2 on planning ref 1990

[Approve with Conditions]

[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

[Approved with Conditions]

[20/07163/FUL](#)

6 Barton Close, Bradenstoke
Proposed first floor rear extension

[Approved with Conditions]

[20/07388/FUL](#)

Millstones, Bradenstoke, Wiltshire, SN15 4EW

Replace brown UPVC French Doors at back with same. Replace wooden back door with brown UPVC door. Replace wooden side garage door with UPVC door. Replace roof over oil tank add slight slope. Build ramp to rear French Doors for wheelchair access and put paving round house for wheelchair access.

[Approved]

[20/07462/TCA](#) 116 Bradenstoke
30% reduction of a Walnut Tree

[No Objections]

[20/08209/FUL](#) Prospect Cottage, 79 The Green, Lyneham
Erection of 2no. dwellings (Plot A and Plot B) on Plot 2 of planning permission ref; 16/09372/FUL
[Refuse]

Open Applications (Still awaiting Decision)

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

[20/07453/FUL](#) Land to the rear of the White Hart Inn, Chippenham Road, Lyneham, SN15 4PB
Erection of a 7 dwellings and associated works

[The Council would like to be assured that a comprehensive and workable drainage mitigation plan is completed and in place prior to authorisation of the application. to prevent chemicals and other contaminants entering the gullies and damaging the registered green.

The Council is concerned about the safety aspects of the road coming from the car park coming onto the Calne Road. Is there a suitable road safety plan in place or being considered for the completion of the project? The Council would ask Wiltshire to require a traffic management plan for the period of construction and a final traffic/road plan for road safety for the permanent works.

It is essential that the trees are retained and looked after during and through the build. There are several preservation orders in place for trees on the Green. The Council would ask that these are acknowledged and respected throughout the build.

There is a concern that the development is a mix of residential and office development. The Council would ask that the reasoning for the mix of property be formally acknowledged.]

[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

[The Council has responded with No Objections]

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

These are applications that have yet to be submitted to Wiltshire Council or the Planning Inspectorate for consideration.

Green Farm

As notified at a Council 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.

Signed frank ball

Signed _____

Date 21st December 2020

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING 12th JANUARY 2021
ON-LINE PAYMENT SCHEDULE

Reference or Cheque No	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Payments						
2010041	09.12.2020	NEST		Pension Payment December	£52.54	
2010042	06.01.2021	Frank Ball	Expenses	Paint and Football Net	£35.27	Y
2010043	06.01.2021	Liam Broughton	E0800D2EPW	Microsoft Teams December	£11.28	Y
2010044	06.01.2021	Liam Broughton	E0800D2335	Microsoft Teams December	£27.36	Y
2010045	06.01.2021	Kevin Iles	Invoice 3197	Grass Cutting 02/12/2020	£500.00	
2010046	06.01.2021	WALC	Invoice WALC4849	Councillor Training Session	£79.99	Y
2010047	06.01.2021	WALC	Invoice WALC4820	Budget and Finance Training for Councillors	£72.00	Y
2010048	06.01.2021	E-ON	H192ADFEA	Electricity Bill 14 Nov – 14 Dec 2020	£31.48	Y
2010049	06.01.2021	RKM Construction		Toilet Cleaning	£456.25	
2010050	06.01.2021	Lemon Gazelle	Invoice 321	Correspondence and adjustment to Basic Conditions Statement and website hosting	£150.00	
2010051	06.01.2021	Elizabeth Martin	December	Salary		
2010052	06.01.2021	Elizabeth Martin	December	Expenses – Postage & Phone line & COVID posters	£52.32	Y
2010053	06.01.2021	Lynneham Village Hall	Grant	Minute Reference CM20/187	£5000.00	
2010054	06.01.2021	Rialtas	Invoice SM22928	Accounting Software 2021/22 Annual Charge	£148.80	Y
2010055	31.12.2020	Unity Trust Bank		Quarterly Service Charge	£18.00	
Forthcoming Approved Payments (not included on Reconciliation) – Paid /						
2010056	09.01.2021	HMRC PAYE		PAYE (£157.36 paid on account due to duplicate payment. Remainder to be paid in January)		
2010057	09.01.2021	NEST		Pension Payment January	TBC	

Approved

Approved

**Bank Reconciliation Statement as at 07/01/2021
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	30/12/2020	7	28,159.18
			<u>28,159.18</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
22/12/2020 2010042 Cllr. Frank Ball	35.27		
22/12/2020 2010043 Cllr. Liam Broughton	11.28		
22/12/2020 2010044 Cllr. Liam Broughton	27.36		
22/12/2020 2010045 Kevin Iles	500.00		
22/12/2020 2010046 Wiltshire Assn Local Councils	79.99		
22/12/2020 2010047 Wiltshire Assn Local Councils	72.00		
22/12/2020 2010048 Eon Electricity	31.48		
22/12/2020 2010049 RKM Construction	456.25		
06/01/2021 2010050 Lemon Gazelle	150.00		
06/01/2021 2010051 Elizabeth Martin	999.84		
06/01/2021 2010052 Elizabeth Martin	52.32		
06/01/2021 2010053 Lyneham Village Hall	5,000.00		
06/01/2021 2010054 Rialtus	148.80		
			<u>7,564.59</u>
			20,594.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			20,594.59
		Balance per Cash Book is :-	20,751.95
		Difference is :-	-157.36

**Bank Reconciliation Statement as at 30/11/2020
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	30/12/2020	5	88,630.00
			<u>88,630.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,630.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,630.00
		Balance per Cash Book is :-	88,630.00
		Difference is :-	0.00

Written Questions From The Public

Question Set 1: Mr T. Darch, by email.

Email produced in full in its original form in Appendix A1 and points summarised here.

1. That the Agenda be updated to add “Royal” to instances of “Wooten Bassett”.
 - a. The Agenda has been updated and re-posted.
2. Why the Council is not distributing the Agenda onto several other Facebook pages.
 - a. The Council distributes the Agenda onto the Council’s website and Facebook page, it is only required to do the former. The Agenda is also posted on the notice boards and, for January, was also posted on the Bradenstoke Facebook page. Wherever possible the Council will distribute as widely as possible but cannot guarantee that all interested Facebook pages will be used.
3. To understand why the Minutes for December were changed following their original posting to the website
 - a. The minutes for December were corrected to amend the date of the next meeting from January 7th 2021 to January 12th 2021 following this oversight being reported by another parishioner. The meeting date was always January 12th. The minutes are draft and subject to change until they are moved for a vote at the meeting that approves them. Where the minutes have been distributed to Members as part of the meeting pack, changes will be notified. Where minutes are changed to add or delete content, Members will be notified. Where the changes are inconsequential and corrective, and made before distribution for approval, they are unlikely to be notified.
4. That the Minutes for December be updated as per item 1)
 - a. The minutes will be updated to reflect this prior to submission for approval
5. That the Council clarify the budget item planned for the Church Yard.
 - a. The Council believes that Section 214(6) of the LGA 1972 permits the Council to contribute towards the expenses incurred in maintaining the cemetery, especially as these are in part, rather than in whole. Further, Section 137 of the LGA1972 permits the Council to incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. The Council does not maintain its own cemetery and therefore contributes towards some of the costs of grass cutting to ensure that the area concerned is kept tidy and well maintained. NALC’s view on this issue is that the law is unclear, and the Government has declined to amend the law as it believes that the above does not conflict with s 8(1)(i) Local Government Act 1894. Council was presented with the issue during budget settings for 19/20 and proceeded to approve the budget. The continuance of this provision is for the current Members to decide when approving the budget for the forthcoming year.
6. That the Council clarify the position on the provision for rates potentially payable on the Toilets in Lyneham
 - a. The Council has not, in the recent past, paid rates on the Toilets. The Toilets do, however, attract a rateable value (of less than £15000). There is no current expectation that the Council will be faced with a demand for rate payment in the forthcoming year. If this situation unexpectedly changes, the Council will fund such a demand from its Contingency fund.
7. An update on the renewal of contracts for Council work due shortly.

- a. Council is currently looking at contract renewals. The contract highlighted is due for renewal at the end of the municipal year, March 31st.

Question 2 – Mrs S. Webster, by email.

TO WHOM IT MAY CONCERN

When the Pandemic started, you told us the Parish Emergency Plan could not be utilised because it was out of date and not fit for purpose. You promised us that it would be reviewed, updated and re-issued by September. This has not happened, and it appears that the Parish Council has not even attempted to rectify this since the last update in July.

Can you tell me, as a resident of this Parish, why it hasn't been produced and further explain why this Parish seems not to care about emergencies in this Parish? I believe that the Parish Clerk stated in July that she would oversee this and ensure that this was dealt with as a matter of urgency.

The emergency plan is currently being reviewed by Council following updates. This is a continuous work in progress. The Council will provide an update at the next meeting

Also, as Winter is now upon us, can you tell us if the Parish Clerk has ordered our annual salt stock and where it is being held now, as Tim Webb explicitly stated he would not hold it for you?

The Council is currently looking at salt provision

Question 3 – Mr K. Webster, by email

Email (the original response and the response to response) produced in full in its original form in Appendix A2 and points summarised here.

Regarding the bank reconciliations performed monthly by the Parish Council.

“If this reconciliation has not, on any occasion, not been carried out correctly, can you explain why you have failed in your legally required due diligence to protect the public purse?”

The Council’s legal position has been laid out in the response to the original email. No further comment will be made.

Regarding the variance. I do not believe you explained the reasoning for this, but like yourself I cannot immediately find the recording (nor do I intend to spend time to do so). I would appreciate a public explanation, and minuting of the reason in the forthcoming meeting.

As explained in the response email, this will be explained in the meeting and minuted for clarity.

Question 4 – Mr K. Webster, by email

Dear Mrs Martin

I was reading a long thread on Facebook regarding the traffic issues outside of the Co-op, which I do agree needs to be addressed before anyone is severely injured or killed. I was pleased to see that Mike Robertson joined in the discussion letting everyone know that the Parish had agreed that Flashy Speed Indicators Signs were needed and that these were a priority.

As it appears that this decision was taken at a non-public meeting (which are not made to the public) can you tell me why this is being done and what other decisions have been made away from public scrutiny?

The Council does not hold non-public meetings, nor does it make decisions outside of properly convened public meetings (unless those items are confidential or prejudicial – decisions in these cases are still minuted and published).

In addition to that point, although in the same vein, the 2021-22 Budget Planning Document states “Allows for Council to re-apportion the Special Projects EMR to align with projects currently in concept or early-plan stages” which would indicate that decisions have been made as to those projects.

All projects will be brought before full council for approval and minuted accordingly

Can the Parish Council confirm that projects have been identified and shared with the Members of the Public?

All projects will be brought before full council for approval and minuted accordingly

Question 5 – Ms. D. Bagley, by email

Dear clerk,

I am pleased to see that the council is still meeting in accordance with the COVID - 19 guidelines.

However, can you explain why since June you have collectively and consistently failed to publish, on your website, Facebook page or even shared information onto any other public facing media ANY information on COVID-19? Where we can get help, what the levels are and what you are doing to help the community. What help is available, especially for socially isolated residents. There are a lot of us in this position,

There is now a strong feeling that the parish council no longer cares about us, in these frightening times. You collectively appear to have no interest in making sure the public have the correct and current information!

The Parish Council strives to put up information on the website. Because the COVID19 regulations have been moving so quickly the Parish Council recommends that members of the public continue to use the Wiltshire Council links to the Wiltshire Wellbeing Hub for help if needed.

Wiltshire Council has a strong team of people with the most up-to-date information.

Cllr. Robertson is also a point of contact locally if the public know of someone who is struggling and may require additional support.

<https://adults.wiltshire.gov.uk/Services/1544>

also

<https://www.wiltshire.gov.uk/public-health-coronavirus>

Public Participation

- A. In the agenda the Parish Clerk refers to a “Report from PCSO, Wooten Bassett”.

Please can the Chairman make it clear that the name is “Royal Wotton Bassett”. As you will be fully aware, the royal title being given in recognition to the town folk by the Queen in recognition for the respect they paid to the fallen military personnel as they returned from conflict. The failure to address, or ignore this fact, in any way, is extremely discourteous to the fallen, the town and the people of Royal Wotton Bassett.

- B. I have been asked a person connected with the Parish Council why I took it upon myself to share the Parish Meeting details onto the three Lyneham social media groups. This was done at the request of several people as they had not seen any information in the Lyneham groups, plus I had noted it had only been shared on the Bradenstoke group by the Parish. Consequently I agreed with the people pointing this out so posted to make sure the information was shared to ensure open inclusiveness, plus it must be remembered the Parishes names is Lyneham and Bradenstoke, and not just Bradenstoke!

I also noted with great concern that the meeting was not notified via the news feature on the Parish Website.

Could the Chairman please explain why this council now wishes to go back on its word to keep the public informed, and if this is the responsibility of a particular individual, could he explain how this will addressed before further damage is done to the reputation of the council and its councillors!

Moving onto specific questions

Accuracy of the minutes

- A. I note with some concern that the draft minutes issued with the agenda seems to have been altered, which to the best of my knowledge is illegal (Once the draft is issue, they can ONLY be amended by at the next meeting the errors must remain, this was covered when undertaking training with WALC).

On the version I downloaded approximately 10 days after the previous meeting, I noted that the date for the next meeting was given as Tuesday 7th January 2021, which obviously was a mistype, however I see that the minutes issued with the agenda now reads the Tuesday 12th January 2021 (I also see that the draft minutes in the Minute section has also been reissued on the 6th January with the date altered). I have attached a copy of the original draft minutes

So, could the Chairman please explain why the minutes were altered (which is illegal) and what procedures are in place to prevent other minutes or formal documents from being altered rather than legally amended. Could he also inform us if any other documents have been amended in the manner.

- B. Again as per the observation, could all references to “Wootton Bassett” be amended to “Royal Wootton Bassett”

Proposed Budget – Churchyard Grass Cutting

As the councillors who were on the council last year will recall, there was much discussion around the £2000 funds earmarked for the Graveyard.

You will also recall that following discussion and after referring to the advice Ann Kingdon had obtained from NALC, it was agreed that grants for living graveyards was not permitted. As such giving funds for the grass cutting of the graveyard was not permitted under s 8(1)(i) Local Government Act 1894.

You will also recall that it was agreed to leave those funds in place as the Church had requested recovery of funds used in the Memorial Ground, and that had to be rejected under s 8(1)(i) Local Government Act 1894, but the organisations at the time invited to reapply if they had a separate Memorial Hall/Garden charity.

No application was subsequently made, so the Grass Cutting for the Graveyard budget would be reabsorbed into general funds.

As such the item for Graveyard Grass cutting should be removed to close that erroneous budget item down, in accordance with the public statements made by the Parish Councillors in January 2012.

Councillor Broughton will remember this discussion.

Proposed Budget – Public Toilets

Looking at the presented financial statements from the Parish Council, and at the proposed Precept, it appears that the Parish Council is not paying Business Rates on the Public Toilets.

As you will be aware, the Non-Domestic Rating (Public Lavatories) Bill [HL] 2017-19 was dropped and the current Non-Domestic Rating (Public Lavatories) Bill 2019-21 has not passed through Parliament yet.

Therefore, could you please explain why no business rates have been made or paid over the past few years (bearing in mind only the disabled toilet may be legally exempted) and what arrangements are in place should a demand come in, which would not be inconsiderable?

Contracts

I am aware that some of the contracts for services supplied to the Parish Council are legally up for renew this year, I am somewhat disturbed that it appears that there has been no legal tendering processes.

Could the Chairman explain under which legislation ‘roll over’ of contracts has been allowed, and if the Parish has unilaterally decided to ‘roll over’ without due process, can the Parish Clerk explain what safeguards are in place to ensure we do not breach the Parish’s own Financial Regulation.

I am aware of several other Parish Councils, who despite the current COVID-19 pandemic, have still carried out tendering processes.

Appendix A2 – K. Webster, by email

Madam Clerk

For several months now the Parish Clerk when discussing the Parish Finances has stated that at the time of the meeting a bank reconciliation had not taken place.

As this is one of the most important financial safeguarding duties required under law, can the responsible councillor, who I believe is Councillor Broughton, please publicly confirm that this reconciliation has taken EACH month and on what dates, and further if there were any noted variances.

If this reconciliation has not, on any occasion, not been carried out correctly, can he explain why he has failed in his legally required due diligence to protect the public purse?

I noted last month there was a discrepancy which was neither mentioned nor discussed and indeed passed through as received. This discrepancy is again on this Month's reconciliation sheet.

As a local taxpayer, can I have an assurance that this will not result in costs being occurred as part of any audit process

Response From Parish Clerk to Mr Webster.

Dear Mr Webster

Thank you for your email. I am not certain I fully understand your statement regarding Reconciliations not being prepared for the meetings for "several months now". A Bank Reconciliation has been prepared and posted for the meetings in September, October, November and December. Furthermore, a reconciliation was prepared and presented at September's meeting for July and August. These are all available on the Council's website with the exception of November's reconciliation which is not posted in the supporting documents (this will be corrected shortly).

<https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/full-council-meeting-8th-december-2020/>
<https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/agenda-for-13th-of-october-2020virtual/>
<https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/agenda-for-15th-september-2020-virtual/>

I will note, however, that bank reconciliations were not presented for May and June 2020 but this was before my role commenced on the Council and I am unable to speak to that. I would add that the Reconciliation was done at year-end in March and fully voted on by whole-Council.

I am also a little confused regarding your expectation that Cllr. Broughton is responsible for the finances in some way. As the RFO, I am the person responsible for the finances, and the Council members in totality are responsible for the well-running of the finances – they provide the check and balance. Cllr. Broughton is nominated to counter-sign the reconciliations not to be responsible for them. The reconciliations are presented to all members of the Council as part of the meeting for this reason.

Additionally, for this Council, the Finance Committee provides the first level of oversight of the well-running of the finances. As you were the Chair of this Committee until October I'm sure you are aware of our financial regulations which state that a reconciliation should be done quarterly, and not monthly, and must be done annually (as part of the AGAR return). There is no legal requirement for a monthly reconciliation to be presented. I'm sure you'll share my view that L&BPC are going above and beyond in their financial transparency by attempting to ensure a monthly reconciliation is performed and posted to the public, not only on their current account but on ALL their accounts. In your role as Chair of the finance committee you were aware that we moved banks during the summer and therefore bank statements were delayed and the reconciliations done later than normally expected; however, still done. I would also note that the Finance Committee met only once in 2020, on August 5th, and did not discuss reconciliations.

You are correct to identify that there is a variance. I believe I have explained the reasoning for this, but I cannot immediately find the recording (nor do I intend to spend time to do so). As this variance still exists, I will explain AND MINUTE the reason in the forthcoming meeting. For your information, the variance exists due to a bank error where two identical payments were sent to HMRC. These payments occurred during a point where the bank's online system went down mid-payment. As I am sure you'll know, HMRC are not the easiest to retrieve money from, and as the payment to HMRC is re-occurring, this is being held "on account" until the Q3 PAYE is due (which it is, but HMRC instruct payment to be made AFTER January 6th so the balance due will be paid then). Far from costing the Parish money, this actually keeps the Council in credit with HMRC.

On your final point regarding Audit costs, I do not expect any of the above to have any effect on the Audit. As I have pointed out above, there is NO legal requirement or Audit requirement for a monthly reconciliation (only an annual one). There is no legal requirement to recover funds in the circumstances described above.

I hope this addresses your questions and your concerns, if not, please do let me know.

[Response To Response From Mr Webster.](#)

Dear Madam Clerk

Thank you for your response. Let me attempt to alleviate your confusion.

Whilst I am aware of the 3 month/annual reconciliation, which is the absolute legal minimum, there were many occasions it was agreed that this would be done monthly and certainly was expected by the previous Clerk, Ann Kingdom, to protect our finances and more importantly to comply with section F7 of the Financial Risk. This was also a key suggestion from our external assessor who was deployed by the Parish Council to assess all the areas of weakness which needed improvement to give the Members of the Public the Parish Council they deserve. These recommendations were discussed, voted on and passed by the Full Council. Whilst I am fully appreciative that this was before your tenure as Parish Clerk, I am interested to know when did the Parish Councillors change that, or was it a unilateral decision on this matter, which would be in breach of Financial Risk Assessment and has the potential to leave the Parish Finances uninsured.

Having monthly reconciliations is best practice which is what we should all be striving for rather than performing to minimum legal requirements which are there to ensure something is in place. What

works for a small village does not necessarily translate well for a large village, especially one where the residents care about how their Parish Council is seen to behave.

Additionally, Councillor Broughton has publicly stated on several occasions that he has had to declare an interest, as he receives payments money and **because he is responsible for signing off the reconciliations**, so this is a role he is very aware of. Whilst I accept that presenting a paper document stating it is a signed off reconciliation, is not the same as having it publicly confirmed that this reconciliation has occurred and that he has legally signed the documents. As for May and June's under the Lyneham and Bradenstoke Parish Financial Regulations (which do differ from NALCs) they should have been legally signed off as a minimum in July and again in October, with either a physical signature or public confirmation (due to COVID-19) by Councillor Broughton that he has agreed and accepts responsibility for all items as being 100% accurate. That is not the same as being the Responsible Financial Officer.

Maybe at the Parish Council meeting of 12th January 2021 you should ask Councillor Broughton to answer the question *"If this reconciliation has not, on any occasion, not been carried out correctly, can you explain why you have failed in your legally required due diligence to protect the public purse?"* rather than you answering for him.

Regarding the variance. I do not believe you explained the reasoning for this, but like yourself I cannot immediately find the recording (nor do I intend to spend time to do so). I would appreciate a public explanation, and minuting of the reason in the forthcoming meeting.

I would like for this entire email thread be shared at the above meeting of the Parish Council on 12th January 2021, to provide openness and transparency to the Residents of Lyneham and Bradenstoke.