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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 13th October 2020
commencing at 8:00pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Liam Broughton [LB], Gayna Howarth [GH], Antony Jones [AJ], Mike Robertson [MR], Daniel Beare [DB] and Keith Webster [KW]

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

CHAIR: Frank Ball

APOLOGIES: Rod Gill [RG]

Meeting Opened 20:21

CM20/119 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
RG gave his apologies

CM20/120 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
LB declared an interest in item 4b. LB will turn off his camera and microphone for this section and will not participate in the conversation.

CM20/121 **MINUTES OF THE PREVIOUS MEETINGS FOR 15TH SEPTEMBER 2020**
Proposed FB. Seconded LB. Passed.

DB abstain, not present

AJ agree

GH agree

KW abstain

MR abstain, not present

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 15th September 2020 are true reflection of the decisions made and that an amendment to "TD" be made to the minutes to properly identify Tim Darch and the Councillors that have recently left the Council will be amended to show their names as a matter of an accurate record

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



CM20/122 **MINUTES OF THE PREVIOUS MEETINGS FOR 28TH SEPTEMBER 2020**

Proposed FB. Seconded LB. Passed.

DB abstain, not present

AJ agree

GH agree

KW abstain

MR abstain, not present

IT WAS RESOLVED that the minutes of the 28th September 2020 be accepted as a true reflection of the decisions made.

CM20/123 **PLANNING COMMITTEE**

CM20/124 **To Receive The Monthly Planning Report**

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

LB left the meeting as arranged.

CM20/125 **To Consider Planning Application 20/07388/FUL, Millstone, Bradenstoke**

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

LB re-joined the meeting

CM20/126 **To Consider Planning Application 20/07453/FUL, White Hart inn**

The Council has agreed that the collective response to Wiltshire will be "Object for reason set out" with the following statement:-

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 work.

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



- CM20/127 **To Consider Planning Application 20/08209/FUL, Prospect Cottage 79 The Green**
 The Council has agreed that the collective response to Wiltshire will be "No Objections".
- CM20/128 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILORS**
- CM20/129 **Neighbourhood Development Plan Steering Group**
 The Neighborhood plan steering group have had the analysis of the figures back from the Consultation period for Regulation 14 and the Steering Group has met twice in the last two weeks to work through the main points of the comments and to see if any changes need to be made. There are some minor changes anticipated in the wording regarding the Lancaster Square area, remove references to dogs and complete a general level of tidy up to the document. It is noted that some of Wiltshire's comments refer to some documents that had not been adopted by Wiltshire when the draft was completed so some backfill of Wiltshire strategies have needed to be included. The document is progressing with the aim of bringing the final version to the November Parish Council meeting for adoption so that an external examiner may be appointed to review the document to determine if it is suitable for the final referendum.
- CM20/130 **Flower Beds Working Group**
 The flower beds are all still looking good and in flower. These will not be cut back until the weather becomes colder.
- CM20/131 **Allotment Working Group**
 All the contracts and a newsletter has been sent out. A letter to inform the allotment holders of the Parish Councils intent to change the policy for having dogs at the allotment site in 2021 also needs to be sent. EM to ensure that the intent to change the policy has been formally voted.
 The working group are still waiting for the trailer and are seeking a date for this. Quotes will be required for the hedges, ditches and the water trough. There is work needed to be done on the east side abutting the church to dig out the catchment pond.
 The Council will need to consider cut back of the internal hedges hard to include the path. The hedge on the outside going into the play area and then the gateway needs attention as the ditch that used to be there has been filled in to complete previous works through that area. The ditch needs to be re-dug and appropriate pipe work placed to allow for drainage.
 FB and GH to visit the site and discuss what needs to be completed. GH also reminded the Council that the water pipe runs up through that gateway but is unsure where. GH recommended that a professional firm is considered for this work.
 It was also suggested that perhaps Wiltshire Council may have a contractor that has been vetted for work in the areas listed could be recommended.

- CM20/132 **TO RECEIVE FOR INFORMATION THE CLERKS REPORT.**
 There has been email correspondence from PKF Littlejohn that the external audit is now in the final review stages and is pending sign off. The Council has done well to highlight areas that required improving and providing the External Auditor with the information that is required. No additional fees were applied by the auditor. EM to will circulate the final information when it is received.
 The banking change is now complete, and vendors have been set up and paid. Any banking delays should now be rectified and all accounts current. EM will review the reserves policy and ensure the accounts are in-line with Council policy.
 The Council had been waiting for the annual playpark inspection in September to be completed. EM contacted RoSPA and an inspection is due to be carried out in the 6 weeks. Both play parks have been formally set up to be re-inspected in 2021 in September.
 The Council has purchased three wreaths to be placed on behalf of the Council for Remembrance Day. FB confirmed there will be Remembrance parades in three places in the Parish. St Michael's Church, St Mary's Church and the school. LB agreed to represent the Council at St Mary's Church in Bradenstoke and FB will represent the Council at the School and St Michael's Church.
- CM20/133 **TO REVIEW AND APPROVE THE ALLOCATION OF A COUNCILLOR TO JOIN THE PLANNING COMMITTEE.**
 Proposed FB. Seconded GH. Passed.
IT WAS RESOLVED that MR would join the Planning Committee subject to training
- CM20/134 **TO REVIEW AND APPROVE THE ALLOCATION OF TWO COUNCILLORS TO JOIN THE FINANCE COMMITTEE.**
 Proposed FB. Seconded GH. Passed.
IT WAS RESOLVED that DB would join the Finance Committee subject to training
- CM20/135 **TO REVIEW AND APPROVE A NEW VERSION OF COUNCILLOR RESPONSIBILITIES WHERE VACANCIES EXIST**
 Resolutions as follows: -
- CM20/136 **Human Resources Sub Committee**
 Add DB
 Proposed FB. Seconded GH. Passed.
- CM20/137 **Policy Review Working Group**
 Add MR
 Proposed FB. Seconded GH. Passed.
- CM20/138 **Open Spaces Working Group**
 Add FB
 Proposed GH. Seconded DB. Passed.



- CM20/139 **Play Areas Working Group**
Add LB
Proposed FB. Seconded GH. Passed.
- CM20/140 **Allotment Working Group**
Add DB
Proposed FB. Seconded MR. Passed.
- CM20/141 **Emergency Planning Working Group**
Add MR
Proposed FB. Seconded GH. Passed.
- CM20/142 **Highways and Maintenance Working Group**
Add FB
Proposed KW. Seconded GH. Passed.
- CM20/143 **Young People and Families Working Group**
Add FB
Proposed LB. Seconded MR. Passed.
Add DB
Proposed FB. Seconded GH. Passed.
- CM20/144 **Community Area Transport Group (CATG) Representative**
Add MR
Proposed FB. Seconded DB. Passed.
- CM20/145 **Royal Wootton Bassett & Cricklade (RWBC) Area Board Representative**
Add MR
Proposed FB. Seconded GH. Passed.
- IT WAS RESOLVED THAT DB be added to the Human Resources Sub Committee, to the Allotment Working Group and to the Young People and Families Working Group,**
- THAT MR be added to Policy Review Working Group, to the Emergency Planning Working Group, to become the CATG Representative and the RWBC-AB Representative,**
- THAT FB be added to the Open Spaces Working Group, to the Highways and Maintenance Working Group and to the Young People and Families Working Group and**
- THAT LB be added to the Play Areas Working Group.**
- CM20/146 **TO DISCUSS AND AGREE TO A PLAY PARK “CLEAN DAY” TO BE ORGANISED FOR BOTH PLAY AREAS**
Council felt that working date of March 27th, 2021 to hold a community cleaning day for both playgrounds was a good initial goal. This item will be revisited in a future meeting, closer to the event.

CM20/147 FINANCE MATTERS**CM20/148 To Receive for Information, Disbursements made since the last meeting**

Received.

GH raised a query on the Clerk's pay. Clerk's gross pay is available via Freedom Of Information or via the budget set for the year. The Clerk's net pay is not available for public inspection by financial regulation. The net pay had, in this instance, been shared for transparency as it was for a larger period. For clarity, the payment made is for 3.5 months of pay due to a delay in the Council implementing a payroll system.

KW expressed that he was unhappy with the level of transparency and resigned.

KW left the meeting.

Disbursements are attached to and form part of these minutes.

CM20/149 To Receive The Bank Reconciliation

Received

CM20/150 To Receive A Budget Update

Received

CM20/151 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED

NALC Information on the white paper under Consultation for planning policy. NALC have put forward a formal response to the Consultation. EM will circulate for information.

CM20/152 TO CONSIDER ITEMS OF MAINTENANCE

Finger traps for the gate on play areas. LB would like to have this addressed if possible before the RoSPA reports for 2020 are completed. EM to contact RG to see if he is able to make the adjustments required.

CM20/153 KEY MESSAGES

Cllr Keith Webster resigned from the Parish Council. The Parish Council would like to note that vacancies exist and welcome anyone who would like to consider co-option to join the Council. The Council is eager to continue working together and trying to make a difference. The public is welcomed to contact the Council at any time.

CM20/154 NEXT MEETING.

The next meeting will be held on Tuesday 9th November 2020 at 8:00pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 2021.

Meeting Closed 22:21

Summary of Public Participation Section

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.

Report from the MOD

Major Iain McDavid from the MOD was present at this meeting. Maj McDavid is the Engagement Officer for MOD Lyneham. Maj McDavid thanked the Council for inviting him to come and speak at the Council Meeting. Maj McDavid reported that the MOD is working at circa 75%, 5% Battalion. Maj McDavid asked for clarification on the events for Remembrance Sunday events. If there is a request for the MOD to be in attendance for any planned event, please will you make contact as soon as possible. Maj McDavid will be getting in touch with St. Michael's Church to find out if they would like a representative as well as the Primary School.

Wootton Bassett Police Report

The report will be placed on the website

Other Public Items discussed

There was a query from a member of the public over the public engagement document regarding the WW1 Tree commemoration. I have emailed the member of the public and explained that the delay was down to myself with an apology. The engagement notice has been put out on the social media for the agreed 1-week period. To date there has not been any comments or queries received by the Clerk.

The Council shared that it had been made aware of a complaint that had been sent to Wiltshire Council and to the External and Internal Auditors. The following statement and action will be taken by the Council in response to this information.

"The Council is aware that a Parishioner has made a complaint to both the Internal and External Auditor and Wiltshire Council. This person has made it clear to the Council that they do not wish the Council to investigate or respond to the complaint. However, the Council has spoken to both auditors and to its advising body and no further action is expected. The Council considers the matter closed. The Council will be placing the COVID19 rules and regulations for holding meetings, currently in place until May 2021 on the Council website for the public to review."

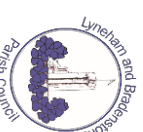
All supporting documentation is available on the Parish Council's website for the relevant meeting, or via the Clerk.

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

Signed frank ball

Date _____

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING - FULL COUNCIL MEETING 13TH OCTOBER 2020
ON-LINE PAYMENT SCHEDULE



Reference or Cheque No	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
BACS Deposit	23.09.2020	Wiltshire Council		Second half of Precept received - Not for authorisation	£224,352.00	
BACS Deposit	08.09.2020	Wiltshire Council		COVID-19 Grant	£10,000.00	
Internal Transfer	07.10.2020	N/A		Re-align bank accounts following move to Unity Trust.	£88,630.00	
BACS Deposit	01.10.2020	Wiltshire Council	14/10444/FUL TRA CIL- 14/10444/FUL Tranche 2 of 3	CIL payment from Wiltshire Council	£4,511.43	
Payments						
2010016	07.10.2020	Lemon Gazelle CIC Lyneham and Bradenstoke Neighbourhood Plan September 2020	311	Production of response reports and update of associated documents. Website hosting and maintenance - September 2020	£450.00	
2010017	07.10.2020	E-on	H18ECA874D	14 August - 14 September Electric Bill	£23.95	5%
2010018	07.10.2020	Elizabeth Martin	Salary	June - September	£2759.10	
2010019	07.10.2020	Community Heartbeat	6512	Defib Maintenance Contract 1yr x 3	£432.00	Y
300001	13.10.2020	Keith Webster	SW11796464	Public Notices Wills Gazette & Herald, Wiltshire Times, Public Notice Online Consultation Notification for Reg 14 Consultation	£292.70	Y
				Updated from September to reflect a Chq #		
Forthcoming Approved Payments (not included on Reconciliation) - Paid 12/Oct						
2010020	23.10.2020	HMRC PAYE		PAYE 06.04.2020 to 05.07.2020	£82.40	
2010021	23.10.2020	HMRC PAYE		PAYE 06.07.2020 to 05.10.2020	£157.36	
2010022	12.10.2020	PFK Littlejohn	SB20201051	2019/20 External Audit Fees	£360.00	Y

Approved
PLEASE PRINT NAME - Cllr Frank Ball

Approved
PLEASE PRINT NAME

frank ball