

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

To: All members of Lyneham & Bradenstoke Parish Council as follows:

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

Councillors: Liam Broughton, Tim Darch, James Elford, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones, Chris Moncrieffe

You are hereby summoned to attend a Meeting of the Parish Council on Tuesday 10th March 2020 at 7pm to be held in St Michaels Church Hall for the purpose of transacting the following business.

Signed *Ann Kingdon* Parish Clerk

Date 5th March 2020

Public Participation

- a) Presentation by Mr Kevin Hamilton regarding his proposals for the White Hart pub in Lyneham.
- b) Report from the Wiltshire Council Member for the Lyneham division – Cllr Bucknell has given her apologies for this meeting but has sent the attached update on matters she is dealing with on behalf of the Council.
- c) Report from MOD Lyneham.
- d) Comments from members of the public to be considered by the Council regarding items on the Agenda.
- e) Chairman's Announcement – Resignation of Councillor Dave Smith.

AGENDA

1. To receive apologies for Absence.
2. To receive Declarations of Interest in any items on the Agenda.
3. To approve the Minutes of the Parish Council meeting held on 11th February 2020.
4. **Planning Committee:** To receive a report from the Planning Committee.
5. **HR Sub-committee** – Update on Parish Clerk recruitment process by the Chairman of the Sub-committee, Cllr Liam Broughton. The Sub-committee wish to advertise the post on the Society of Local Council Clerks website at a cost of £205 plus VAT for two weeks. This is considered to be a vital advertising space to use and Councillors are requested to approve this cost, to be taken from General Reserves.
6. **To Receive Reports from the following Working Groups**
 - 6.1 **Communications Working Group** – update on progress with new website and email facility.
 - 6.2 **Policy Review Working Group** – to approve the following revised Policy Documents:
 - Disciplinary Policy
 - Grievance Policy
 - Staff Sickness Absence Policy
 - Safeguarding Policy
 - Health & Safety Policy
 - Terms of Reference for Working Groups
 - Grant Application Awarding Policy

- Publication Scheme
- Management and Retention of Documents
- Email Policy

Councillors may wish to approve and adopt these documents 'en bloc'.

6.3 Allotment Working Group – There is one outstanding rental payment at the time of writing this Agenda. There are 8 vacant allotments.

6.4 Play Areas Working Group – Quotes from two companies for repair to existing equipment at both Play Areas attached for a decision as to which company to appoint to do the necessary work noted in the RoSPA Reports. A third company was asked to quote but has not responded. Quotes are attached.

- S J Aplin
- Sovereign Play Equipment

6.5 Highways and Maintenance Working Group

6.5.1 Noticeboards - Information is awaited from Wiltshire Council as to ownership of the grass verge at Bradenstoke on which the Parish Council Noticeboard stands. Once ownership is clarified and permission obtained, then work can be carried out improve the access to this Noticeboard. Update from Councillor Gill as to progress with maintenance of all three of the Parish Councils Noticeboards.

6.5.2 Bradenstoke Junction replacement lights – attached are two proposals for this site. Councillors are requested to decide which they prefer, so that progress can be made with a grant application to the Solar Benefit Fund.

6.6 Open Spaces Working Group

Trees on The Green - The work to the trees on The Green has been carried out with no issues.

Great British Spring Clean – Information attached. Councillors to decide whether to participate and, if so, decide how to arrange it.

6.7 Neighbourhood Development Plan Steering Group – Cllr Keith Webster to report on current situation. The NDP Steering Group is undertaking survey work on Green Infrastructure and Open Spaces and Rural Facilities on behalf of the Parish Council, following a very late request from Wiltshire Council for this work. A "drop in" session will be held on Saturday 21st March 2020, Lyneham Village Hall, 10am - 12noon, hosted by Parish Councillors and NDP Steering Group members. Surveys and information have been posted on Parish Council website so that residents may download the survey form to complete and return to Wiltshire Council. Paper survey forms will be available at the "drop in" for attendees to complete. Maps for Open Spaces will be available to view. **Briefing Note 20-11 from Wiltshire Council attached for information.**

7 Financial Reports

7.1 Current balances at the bank as at 29th February 2020 (given by phone) are as follows:

Current Account - £26,529.26

Deposit Account - £68,342.08

£30,000 has been transferred from the Current Account to the Deposit Account. This transfer was done by telephone because the bank is still being difficult about giving the Parish Clerk authority to carry out online banking to do such transfers. Some progress has been made now that a specific person at the call centre is dealing with the problem. However, a complaint has been raised on behalf of the Parish Council. If Councillors require more information the Parish Clerk is happy to answer any questions at the meeting.

- 7.2 To formally approve the schedule of cheques for payment to be presented at this meeting.
- 7.3 Financial Reports. It has not been possible to produce any financial reports before the meeting because bank statements had not been received at the time of issuing this Agenda. It is hoped to have them by the time of the meeting. There were four very old, unpresented cheques on the reports up to the end of January. These have all now been 'stopped' at the bank, at no charge, and have therefore been written back into the Accounts.
8. **Notice of Motion – proposal for Parish Council Facebook page** – attached for a decision by Councillors.
9. **Bradenstoke Solar Community Benefit Fund Committee** – The Parish Council has been asked to appoint a representative to this Committee. This would normally be the Chairman of the Council.
10. **Youth Work** provision update from Cllrs Carol Jenkins and Liam Broughton. Despite a further request to CMAS for a copy of the Service Level Agreement, no information has been received. An invoice was received on Wednesday 4th March for all the sessions from July 2019 to March 2020. The Parish Council agreed to fund the sessions for January to March 2020 only and Wiltshire Council Area Board has already paid in full for the sessions in 2019. The invoice has been returned for re-issue. Members now need to decide how to progress this important issue. There is a budget of £1000 in the new financial year.
11. **Donation of Commemorative Bench on The Green** – Parish Clerk's report attached.
12. **Request for letter of support for St Michael's Church Heritage Trail** - attached information from Tony Evans, Churchwarden.
13. **Wiltshire Council Briefing Note 20-10** – The Parish Council is being asked for suggestions for bus service improvements in its area. Please see page 4 of the Briefing Note for further information. The deadline for submission is 27th March.
14. **Councillor observations and Items for next Agenda**
15. **The next meeting** will be held in St Michael's Church Hall on Tuesday 14th April and will be preceded by the Annual Parish Meeting beginning at 7pm.
16. **Exclusion of members of the Press and Public.**
In accordance with the provisions of Section 1(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 concerning an objector to the 2018/19 Annual Governance and Accountability Review.
17. To approve the Confidential Minutes of the meeting held on 11th February 2020.