



**Clerk to Council: Elizabeth Martin**

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>  
Email: [Parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:Parish.clerk@lynehamandbradenstoke-pc.gov.uk)  
Telephone: 01249 561020  
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House  
72 The Green  
Poulshot  
SN10 1RT

## PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Lyneham Village Hall on Tuesday 12<sup>th</sup> November 2024 commencing at 7:00pm.

---

**MEMBERS PRESENT:** Frank Ball [FB], Ron Glover [RG2], Shendie Green [SG], David Leuty [DL], Rod Gill [RG1]

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

**CHAIR:** Frank Ball [FB]

**APOLOGIES:** Stuart Bernard [SB], John Williams [JW]

Full Council Meeting Commenced: 19:11

CM24/305 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies received from Stuart Bernard [SB], John Williams [JW]  
Proposed [FB]. Seconded [DL]. Agreed.

**IT WAS RESOLVED THAT The Absence Of Stuart Bernard, And John Williams Be Accepted.**

CM24/306 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None Declared

CM24/307 **MINUTES OF THE PREVIOUS MEETING, 10<sup>TH</sup> SEPTEMBER 2024**  
Proposed [FB]. Seconded [DL]. Agreed.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 8<sup>th</sup> October 2024 Be Accepted As Written**

CM24/308 **CHAIRS ANNOUNCEMENTS**  
None

CM24/309 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**  
The Clerk provided a thorough update on various activities and projects she has been working on since the last meeting. Key updates include:  
Dog Park Quotes

The Clerk highlighted that she was still awaiting two additional quotes, one of which was expected from a handyman who had been spoken to the previous week. The project remained in its preliminary stages, but the Council was actively gathering all necessary information before moving forward.

#### Allotment Contracts

The Clerk provided an update on the allotment contracts. She had sent out the contracts for the 2024-2025 allotment year. There are 11 allotments without letting contracts. Two with Mares Tail leaving Nine available for letting. All known overpayments have been refunded. There are two outstanding protentional contract signatures outstanding and payment from 4 potential tenants being followed up. The Clerk has a list of those who wish to consider an allotment and will be sending out a notice to them with available lots.

#### Dog Field Fencing

The Clerk is awaiting two additional quotes for the fencing and has sent communications to follow up.

#### Handyman

The Handyman contract was accepted by the Council, but engagement has with the company has not been positive. The Clerk is looking for additional options to be brought back to Council.

#### Notice Boards

A Council member has taken delivery of two notice boards. The Clerk noted that the installation of these boards would be dependent on weather conditions and is now also subject to finding an appropriate contractor for installation. As a logistical note, The Clerk has not yet ordered the other two notice boards due to storage concerns but was carefully planning their delivery and installation timelines.

#### Gym Equipment in Bradenstoke

The Clerk reported on the installation of gym equipment in Braden Stoke, which was scheduled to take place in the first week of December. The Clerk noted that the equipment would be installed on a concrete pad, and that the Council had been informed that the existing path could not be amended. The Clerk was asked to clarify the installation of the gym equipment and to confirm that the equipment would be installed on a concrete pad.

#### Wildflower Meadow Signage

The Wildflower signage information has been sent to the company and the Council awaits the mock-up from the company to be agreed for the final sign off by the Council. Signs might not be installed immediately due to weather conditions.

#### Benches for Lyneham

Clerk informed the Council that the three benches had been delivered and have now been placed in storage. The concrete bases will be (weather permitting) completed on Friday 15<sup>th</sup> November. The third location for the bench project will be confirmed again to ensure the placement is accurate.

#### Parish Emergency Assistance Scheme (PEAS)

The Clerk informed the Council that she had completed and submitted the necessary documentation for the Parish Emergency Assistance Scheme (PEAS). The supplies provided by Wiltshire Council under this scheme, including signs for flooding, salt bags, and other emergency resources, would be available for collection on the 17<sup>th</sup> of October. The Clerk was in the process of coordinating where these items would be stored once they were collected, noting that space considerations would again come into play.

#### Defibrillator Installation

The installation of the defibrillator in Lyneham has been completed and is now registered with the appropriate emergency services, making it accessible via the 999 system.

#### Trees at the Toilet Block

The Clerk reported on the tree at the Co-op, which was still laying on the toilet block. The Clerk noted that the MOD had stated that the tree was not their responsibility and that the Council was still waiting for a response from the Co-op. RG1 will be looking to remove the branches from the toilet block roof.

#### Pedestrian Crossing in Lyneham

The Clerk had disseminated a news release concerning the upcoming installation of a pedestrian crossing in Lyneham. This information had been posted on both the Council's website and its Facebook page, providing a 10-day notice to ensure that residents were informed of the upcoming works and potential disruptions.

#### Quotes for Tree Work

The Clerk reported that the contractor had visited the allotment site to provide quotes for tree work. After agreement from the Council the Clerk is awaiting a date of engagement for the work to be completed.

#### Speed Indicator Device (SID)

Following the installation of the post for the Speed Indicator Device on Chippenham Road the SID has been installed.

### Salt Bins

The discussion regarding salt bins was brief and to the point. The Clerk reported that 25 bags of 20kg salt had been delivered to the village hall, and that RG1 had kindly offered to store the salt at his property. The Clerk also mentioned that the salt bins had been filled and that the rest of the salt was being stored at Mr. Webb's property.

### Electricity Contract

The Clerk reported on the electricity contract, which had been renegotiated with a new supplier. The Clerk noted that the new contract would result in significant savings for the Council.

### Budget Preparations

The Clerk concluded her report by stating that the draft budget documents would be circulated imminently.

CM24/310

### **PLANNING**

No Planning Applications For Review

CM24/311

### **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM24/312

### **Allotment Working Group**

The Clerk provided an update on the allotment contracts. She had sent out the contracts for the 2024-2025 allotment year. There are 11 allotments without letting contracts. Two with Mares Tail leaving Nine available for letting. All known overpayments have been refunded. There are two outstanding protentional contract signatures outstanding and payment from 4 potential tenants being followed up. The Clerk has a list of those who wish to consider an allotment and will be sending out a notice to them with available lots.

**Action:** The Clerk was asked to investigate the cost of covering unused plots and to obtain quotes for the installation of two new water taps.

The Clerk will also look at getting a diary date for an allotment meeting with the allotment holders in January.

CM24/313

### **Open Spaces & Play Areas Working Group**

The Open Spaces & Play Areas Working Group reported on the ROSPA reports for 2023-2024 for Lyneham and Bradenstoke play parks. The report highlighted the need for maintenance work on the multiplayer unit in Pound Close and the need for a new gate in Bradenstoke

**Action:** The Clerk was asked to obtain quotes for the maintenance work and to investigate the cost of a new gate.

- CM24/314 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
The next meeting is scheduled for October 10th, 2024. 12pm, Teams
- CM24/315 **Royal Wootton Bassett & Cricklade Area Board Update**  
The Royal Wootton Bassett & Cricklade Area Board meeting was noted, and Councillors were asked to consider attending the meeting on 11th December 2024.  
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
- CM24/316 **Local Highways And Footpath Improvement Group (LHFIG)**  
The Local Highways and Footpath Improvement Group (LHFIG) meeting was noted, and Councillors were asked to consider attending the meeting on 27th November 2024 6:00pm, Outline Teams
- CM24/317 **Public Relations And Communications Working Group**  
The Relations and Communications Working Group reported on the need for a volunteer to produce a newsletter for Lyneham. The Group discussed the importance of communicating with residents and the need for a regular newsletter to keep them informed about local events and issues. The Clerk was asked to investigate the possibility of producing a newsletter and to identify potential volunteers
- CM24/318 **Parish Steward**  
No significant update.  
Footpaths need tidying and cleaning. SG to speak to the Steward.
- CM24/319 **Defibrillator Working Group**  
The Clerk reported that the new defibrillator had been installed in the garage and confirmed that the defibrillator has been registered with Heartbeat, as per the agreed maintenance plan. The defibrillator is live on their system.
- CM24/320 **TO RECEIVE AN UPDATE ON THE B4069**  
The Council discussed a litter-pick along the road, but this is considered unfeasible due to the speed of the road.
- CM24/321 **FINANCE MATTERS**
- CM24/322 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
None taken.

CM24/323 **To Receive For Information, Disbursements Made Since The Last Meeting**

The Clerk provided a detailed list of payments that had been processed over the past month. List attached To These Minutes

CM24/324 **To Consider And Approve The Schedule Of Forthcoming Payments**  
Proposed [FB]. Seconded [RG2]. Agreed.

**IT WAS RESOLVED THAT The Council Approves The Schedule Of Forthcoming Payments As Presented.**

The following payments are scheduled to be made by the Council:

- Wildflower Meadow Signage: The Council is expecting to receive an invoice for the wildflower meadow signage, which will be paid once received.
- Green Barns Notice Boards: The Council is expecting to pay £462.59 for the green barns notice boards, which will be installed soon.
- Council Laptop: £700 in expenses to the Clerk to cover the purchase cost along with a small additional amount to cover the cost of a bag and carrier (£56)
- Council External Speaker/Camera/Microphone: £140 in expenses to the Clerk to cover the purchase.

In addition to the Councils regular scheduled payments.

CM24/325 **To Receive The Bank Reconciliations As Presented**  
No Reconciliations Presented At This Meeting.

CM24/326 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

- Lyneham Banks update - works progress, working with the local community, project visit with the media and more – Sent 15<sup>th</sup> October 2024
- Open Spaces Newsletter - Circulated by email 10<sup>th</sup> November 2024
- Wiltshire Latest News Circulated Facebook Council Page
- WALC - November 2024 Newsletter – Circulated by email 10<sup>th</sup> November 2024
- Wiltshire Latest News 1<sup>st</sup> November Circulated Facebook Council Page
- Precept Information 2025-2026 Circulated in Teams
- Circulated Wiltshire Council news release on pedestrian crossing in Lyneham on: Website and Facebook (October 1st-7th)

- Published Wiltshire Council news release on website and Facebook (October 6th)
- Circulated allotment contract template on Teams (October 5th)
- Circulated Wiltshire Council document on budget feedback and public clinics on: Facebook and Website

CM24/327 **TO CONSIDER ITEMS OF MAINTENANCE**

The Clerk was asked to investigate the possibility of ordering additional trees for the village

FB asked AB to look at the staggered barrier near 46 Calne Road.

CM24/328 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**

The key summary points for public messaging are as follows:

Allotments: The Council is working to improve the allotments, including covering unused plots and installing new water tanks.

Gym Equipment: The Council is installing new gym equipment in Bradenstoke, which is expected to be completed in the first week of December.

Wildflower Garden Signage: The Council is installing new signage for the wildflower garden, which is expected to be completed soon.

Dog Park Fencing: The Council is working to install new fencing for the dog park, which is expected to be completed soon.

Notice Boards: The Council is working to install new notice boards, which is expected to be completed soon.

Electricity Contract: The Council has renegotiated its electricity contract, which is expected to result in significant savings.

Tree at the Co-op: The Council is working to resolve the issue of the tree at the Co-op, which is currently laying on the toilet block.

Defibrillator: The Council has installed a new defibrillator at the garage, which is now registered and ready for use.

Newsletter: The Council is considering producing a newsletter to keep residents informed about local events and issues.

Winter Preparation: The Council has taken delivery of salt and flood sacks to help mitigate bad weather this winter. Salt bins should now be filled and ready. Flood sacks and signs are stored in both Lyneham and Bradenstoke ready for use.

CM24/329 **NEXT MEETING**

The next Full Parish Council meeting will be held on Tuesday 10<sup>th</sup> December 2024 at 7pm, at Bradenstoke Village Hall.



CM24/330 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**

Proposed FB. Seconded RG2. Agreed.

**IT WAS RESOLVED THAT In View Of The Confidentiality Of The Following Items, That The Press And Public Be Excluded From The Meeting In Accordance With The Public Bodies (Admission To Meetings) Act 1960, In Order To Discuss The Items In Accordance With Standing Order 3(D)**

Session Opened at 20:02

CM24/331 **TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

The Clerk gave a brief update:

There were no queries from Council.

**TO RECEIVE AN UPDATE ON THE D2 LAND AT POUND FARM**

The Clerk gave a brief update:

There were no queries from Council.

Meeting closed 20:06

## **Summary of Public Participation Section**

Public Participation Section Commenced 19:03

Parish Council Chairman, Cllr. Frank Ball opened the meeting and invited participation from the public.

### **Report from Wiltshire Council**

Councillor Allison Bucknell, the Wiltshire Council Member for the Lyneham division, provided a comprehensive report which covered several key points:

- Area Board Meeting: The next Area Board meeting will be held on 11th December 2024 at Cricklade Town Hall.
- Local Highways and Footpath Improvement Group: The next meeting of the Local Highways and Footpath Improvement Group will be held on 27th November 2024 at 6:00pm online via Microsoft Teams.





- Community Safety Forum: The next Community Safety Forum meeting will be held on 13th December 2024 at 12:00pm via Teams.
- A3102 Safer Road Scheme: A3102 Safer Road Scheme has been launched, and details can be found on the Wiltshire Council website.
- Improvements to Pavement Area Outside Co-op: Work is nearing completion on the pavement area outside the Co-op, including realignment of tactile paving, additional pavement resurfacing, and upgraded light-controlled pedestrian crossing.
- Lyneham Banks: The works on Lyneham Banks are progressing, with minimal disruption to residents.
- Clack Hill Yard: Information required to satisfy the conditions of the planning appeal decision has been submitted, and the planning team is evaluating the submission.
- Planning Application St Mary's Close: A planning application for land adjacent to Saint Mary's Close and to the south of Holloway, Bradenstoke has been called in, and Councillor Bucknell has asked for it to be determined at committee.
- Bradenstoke Solar Farm Community Benefit Fund: The Annual General Meeting of the Braden Stoke Solar Farm Community Benefit Fund was held on 5th November 2024, and the Parish Council is urged to publicise the availability of funding.
- Winter Fuel Support Grants: Winter fuel support grants of £1500 have been offered to five community spaces within the parish, and details of the grants and the application process can be found on the Wiltshire Council website.

The Clerk was asked to publicise the availability of funding from the Bradenstoke Solar Farm Community Benefit Fund and details of the winter fuel support grants and the application process to community spaces within the parish

Her written report which was discussed and is attached to these minutes.

## **MOD Lyneham Report**

MOD Representative not present. No Report.

FB raised that the ditches still needed to be attended to by the MOD.

## **PCSO**

No Report for this meeting.

It was noted that the mobile police (PCSO) van is due back in Bradenstoke soon.

## **Other Public Items Discussed.**

None.

Public Participation Section Ended 19:11




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

Signed F Ball

Date 12/16/2024

SIGNATURE CERTIFICATE




REFERENCE NUMBER

72C60286-5420-4F85-BEE0-446ED0943204

TRANSACTION DETAILS	DOCUMENT DETAILS
<div>Reference Number</div> <div>72C60286-5420-4F85-BEE0-446ED0943204</div>	<div>Document Name</div> <div>LBPC FINAL Mins 12-11-24</div>
<div>Transaction Type</div> <div>Signature Request</div>	<div>Filename</div> <div>LBPC_FINAL_Mins_12-11-24.pdf</div>
<div>Sent At</div> <div>12/13/2024 12:00 EST</div>	<div>Pages</div> <div>10 pages</div>
<div>Executed At</div> <div>12/16/2024 14:11 EST</div>	<div>Content Type</div> <div>application/pdf</div>
<div>Identity Method</div> <div>email</div>	<div>File Size</div> <div>203 KB</div>
<div>Distribution Method</div> <div>email</div>	<div>Original Checksum</div> <div>29fdd42a653be766f6404ad22b24bb8735aab4fa5d75b58bc9038b99d5080663</div>
<div>Signed Checksum</div> <div>481ee97bc8b6d691b9254ba9e032a2f6c3bb47c802a7510ee91f2e4348bdd75b</div>	
<div>Signer Sequencing</div> <div>Disabled</div>	
<div>Document Passcode</div> <div>Disabled</div>	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<div>Name</div> <div>Frank Ball</div>	<div>Status</div> <div>signed</div>	<div>Viewed At</div> <div>12/16/2024 14:10 EST</div>
<div>Email</div> <div>frank.ball@lynehamandbradenstoke-pc.gov.uk</div>	<div>Multi-factor Digital Fingerprint Checksum</div> <div>7a13b1e304bc2e7574d7cb21d0a7d7952dcbdd9eecd0e5989d835365d4c36b9c</div>	<div>Identity Authenticated At</div> <div>12/16/2024 14:11 EST</div>
<div>Components</div> <div>12</div>	<div>IP Address</div> <div>2.103.144.125</div>	<div>Signed At</div> <div>12/16/2024 14:11 EST</div>
	<div>Device</div> <div>Chrome via Windows</div>	
	<div>Typed Signature</div> <div></div>	
	<div>Signature Reference ID</div> <div>86943931</div>	

AUDITS

TIMESTAMP	AUDIT
12/13/2024 12:00 EST	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_12-11-24.pdf' on Chrome via Mac from 217.39.114.55.
12/13/2024 12:00 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
12/16/2024 10:06 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a reminder.
12/16/2024 14:10 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 2.103.144.125.
12/16/2024 14:11 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 2.103.144.125.
12/16/2024 14:11 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 2.103.144.125.