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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at
Lyneham Village Hall on Tuesday 13th December 2022 commencing at 7:00pm.

MEMBERS PRESENT: Anthony Jones [AJ], Frank Ball [FB], Shendie Green [SG], Stuart Bernard [SB] Rod Gill [RG],

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

CHAIR: Anthony Jones

APOLOGIES: David Leuty [DL]

ABSENT: None

Meeting Commenced: 19:00

CM22/280 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Cllr. David Leuty sent apologies.

CM22/281 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
RG declared an interest relating to discussions on the Toilet Contract (and related budget items)

CM22/310

CM22/313

CM22/314

CM22/282 **MINUTES OF THE PREVIOUS MEETING, 8TH NOVEMBER 2022**
Proposed AJ. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 8th November 2022 Are A True Reflection Of The Decisions Made.

CM22/283 **TO CONSIDER AND AGREE TO CO-OPT MR RON GLOVER AS A PARISH COUNCILLOR FOR LYNEHAM AND BRADENSTOKE**
Mr Glover withdrew his application.

Motion Lost.

CM22/284 **REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Attached in the minutes.

CM22/285 **CHAIR'S ANNOUNCEMENTS**
None.

CM22/286 **PLANNING**

CM22/287 **To Receive the Planning Report**
Report Received.

CM22/288 **To consider the following planning requests**

[PL/2022/07604](#) **Proposal**

Full application for the erection of an outdoor skydive simulator, associated office and classrooms and generator building at MoD Lyneham, Apollo Road, Lyneham

Site Address

Land at MoD Lyneham, Apollo Road, Lyneham

Application Type

Full Planning Application

Outcome

No Objection – Subject To Condition: Council requests a noise pollution assessment be carried out to determine the effects on local houses before this application is approved.

[PL/2022/08362](#) **Proposal**

This report covers the 200+ trees in the care of Lyneham and Bradenstoke Parish Council.

We have commissioned this Tree Report in order to build a five-year tree works plan and wish to ask for tenders for said plan and schedule. The report contains all the locations and tree details.

When I did this for a few years ago, you gave us a 10yr permission order that allowed us to work through the plan. Should we be successful we will budget for the five-year plan and continue to revise and renew the report going-forward.

Site Address

The Green, Lyneham, SN15 4SN

Application Type

Consent under Tree Preservation Orders

Outcome

No Objection

- CM22/289 **To Receive the Appeal Outcome for PL/2021/11175 - Land North of Webbs Court, Lyneham, Chippenham.**
Received.
- CM22/290 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**
Items covered elsewhere in the agenda.
- CM22/291 **TO RECEIVE AND UPDATE ON CLACK HILL / B4069**
Install Ground Water monitoring for 2 years. Last bore hole completed.
Now finding stiff clay 2m down, which is a positive development and will help with the design.
WC are considering starting to clear the old road.
- CM22/292 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM22/293 **Open Spaces & Play Areas Working Group**
Playground inspection training booked for January in Bradenstoke.
- CM22/294 **Allotment Working Group**
- CM22/295 **(i) To Consider And Agree The Quote From Aplin's For Repairs On The Playparks As Outlined In The 2022 RoSPA Report.**
Proposed AJ. Seconded FB. Agreed.
IT WAS RESOLVED THAT The Repairs Be Approved As Presented
Need to review the Zip Wire annually to ensure costs of repair are not unnecessary.
- CM22/296 **(ii) To Consider And Agree The Increase Of Annual Rental Rates For The Allotment Site In Bradenstoke.**
EM advised that a proper review has not been conducted. Council are obligated to only raise rents where the rental price can be justified. Costs for managing the allotments are higher this year due to a lack of maintenance on the hedges in recent years.
A more detailed review of local allotment prices will be carried out.
Proposed AJ. Seconded SB. Agreed.
IT WAS RESOLVED THAT the Motion Be Deferred.

AJ updated that he and SB had looked at a project to convert land on Preston Lane to Council Allotments. EM updated she was unaware of this work, neither were the allotment working group. The land in question does not belong to the Parish Council.

- CM22/297 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
No update.
- CM22/298 **Royal Wootton Bassett & Cricklade Area Board, Cllr Jones/Ball**
The next meeting is on the 18th of January 2023.
- CM22/299 **War Memorial Working Group Update**
No update. Work complete.
- CM22/300 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
The next meeting is TBC.
- CM22/301 **Public Relations and Communications Working Group**
No update.
- CM22/302 **To Consider And Agree Amendments To The Standing Orders**
EM advised the proposed communications protocol covers areas mostly already covered by other policies. It may, in some, contradict those already in place. All policies should come before the Policy Working Group prior to being presented to Full Council: this has not.

EM also advised that the Standing Orders in place for L&B are the NALC standard model. The SO have been reviewed by NALC Legal. By placing the proposed protocol as an Appendix to the SO it will make them part of the core Orders and the Orders would become non-standard.

Motion Lost

A summary of key messages and points from the meeting will be placed on Facebook after the meeting.

Proposed AJ. Seconded SB. Passed

IT WAS RESOLVED THAT A Summary Of Key Messages And Points From the Meeting Will Be Placed On Facebook By The Clerk Within 1 Day Of The Meeting
- CM22/303 **Support For Warm Spaces At Bradenstoke Village Hall**
SG raised that the Council would like to support funding for the Warm Spaces Initiative. The request is for a grant to cover the hall hire costs to open the VH to support the initiative Indicative costs are approximately £350 between December and April.

Approved in principle but to be ratified by formal resolution at the next Parish Council meeting. In the interim, the Clerk will review and approve any costs in consultation with the Chair in accordance with the Council's Financial Regulations (FR4.1.3) and reported at the next meeting.

- CM22/304 **Parish Steward**
Road sweeper has been out to help clean the roads
- CM22/305 **FINANCE MATTERS**
- CM22/306 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
No decisions taken since last meeting.
- CM22/307 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received.

Disbursements are attached to and form part of these minutes.
- CM22/308 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed AJ. Seconded FB. Agreed.

IT WAS RESOLVED THAT the Forthcoming Payments be Approved.

Payments Schedule are attached to and form part of these minutes.

EM noted that an invoice has been received from Water2Business for the sewage at the Toilets. This is a bill for 2017 to present. There has been a long-standing discussion, without the Parish Council's knowledge, regarding responsibility for this bill due to the supplier having the library as the addressee. This has now been confirmed as the responsibility of the Parish Council.
- CM22/309 **To Receive The Bank Reconciliations As Presented**
Received.
- CM22/310 **To Consider And Agree To Renegotiate The Toilet Cleaning Contract**
AJ stated that the idea of changing the opening hours of the Public Toilets in Lyneham, or closing them partially or fully, had been raised as a possible solution to decrease the precept. AJ moved discussion to the Budget to explain the situation more clearly.
- CM22/311 **To Consider And Agree The 2023/24 Parish Council Budget**
EM advised that Council had been presented with a budget recommendation based on an assessment of current and expected spend for the coming five years. The estimate is conservative based on a 3% inflation rate.

EM stated that Council chose not to raise the precept in 22/23 and chose in increase by a smaller than recommended amount in 21/22. Council needs to cover its expected operations budget and the recommended budget is to forward-plan for five years and ensure a path to ensuring the operational expenses are covered.

EM advised that by not raising the precept it will mean a potentially larger rise in coming years. There may also be statutory restrictions on precept increases in the future years.

EM also advised that an alternative proposal had been presented at the request of some Councillors who wished to keep the precept the same for the coming year. It had been proposed that an operational change to the opening of the toilets would help the Council meet the no-rise goal.

Council were therefore presented with three budget scenarios:

1. To meet the operational expenses forecast over the five years with equal rises per year. This would mean a £1.21 Band D increase
2. To cut Youth Work, Newsletters, Flower Beds and Churchyard Grass Cutting along with reducing the opening times of the Toilets. No increase.
3. As 2 but re-negotiate the cleaning contract to cover only 2 days per week. No Increase.

Council deferred to January 10th. EM will prepare a fourth option to maintain precept at the current level and retain the current toilet operation.

Motion Deferred.

Proposed AJ. Seconded FB. Agreed.

IT WAS RESOLVED THAT the Motion Be Deferred.

CM22/312 **To Consider And Agree The Precept Request For 2023/24**
Proposed AJ. Seconded FB. Agreed.

IT WAS RESOLVED THAT the Motion Be Deferred.

CM22/313 **To Consider And Agree To Renegotiate The Toilet Cleaning Contract**
Proposed AJ. Seconded SB. Agreed.

IT WAS RESOLVED THAT the Motion Be Lost

CM22/314 **To Consider And Agree To Close The Public Toilets In Lyneham**
Proposed AJ. Seconded FB. Agreed.

IT WAS RESOLVED THAT the Motion Be Lost.

RG did not participate in the vote.

Further information is needed to understand the usage of the toilets.

- CM22/315 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Police Budget/Precept to be circulated to Councillors.
- CM22/316 **TO CONSIDER ITEMS OF MAINTENANCE**
None.
- CM22/317 **KEY MESSAGES & PERFORMANCE REVIEW**
- CM22/318 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**
None
- CM22/319 **To Review The Parish Council's OKR Dashboard**
Updated OKR received.
- CM22/320 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 14th February 2023 at 7pm, at Lyneham Village Hall.

An extra meeting will be held on Tuesday 10th January 2023 at 7pm to discuss and agree and the budget and precept along with any urgent items.

Meeting Closed: 20:05

Summary of Public Participation Section

Parish Council Chairman, Cllr. Antony Jones opened the meeting and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Update attached to these minutes.

MOD Lyneham Report from Major Vernon Gadsby

MOD have raised the non-consultation on Green Farm with WC due to concerns on the boundary fence and the materials already positioned in the field.

PCSO

No PCSO in attendance, no report this meeting.

Royal Wooten Bassett & Cricklade Community Care Group – Mrs K Ashlin

No update.

Other Public Items discussed

None

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

Signed F Ball

Date

01/11/2023


SIGNATURE CERTIFICATE



REFERENCE NUMBER
D4573D88-9626-4EB8-9B79-D3F86B9AFCED

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number D4573D88-9626-4EB8-9B79-D3F86B9AFCED	Document Name Lbpc Final Mins 14-12-22
Transaction Type Signature Request	Filename lbpc_final_mins_14-12-22.pdf
Sent At 01/11/2023 09:07 EST	Pages 8 pages
Executed At 01/11/2023 13:25 EST	Content Type application/pdf
Identity Method email	File Size 419 KB
Distribution Method email	Original Checksum 128ab81b9b6d8dfceda4b376b4e90907cb119129082dde7ed64b2a86f1b657f5
Signed Checksum 07096b8691c3e3b384a17d9308c2026021c56d4f288d63a2e17b7d4a2cd5734d	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 01/11/2023 13:25 EST
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum b082dd759001216015964013f254c3d19595629cc596d6afd4020fef6a2a60f1	Identity Authenticated At 01/11/2023 13:25 EST
Components 10	IP Address 92.30.32.104	Signed At 01/11/2023 13:25 EST
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 4A3636A4	

AUDITS

TIMESTAMP	AUDIT
01/11/2023 09:07 EST	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'lbpc_final_mins_14-12-22.pdf' on Chrome via Mac from 217.39.114.105.
01/11/2023 09:07 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
01/11/2023 13:25 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.30.32.104.
01/11/2023 13:25 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 92.30.32.104.
01/11/2023 13:25 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 92.30.32.104.