

**Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 10th July 2018 in St Michaels Church Hall Lyneham.**

**Councillors Present**

Cllrs: L Thrussell, D Hewitt, J Wright, F Gomme. R Gill, D Kee & T Webb.  
Clerk to the meeting, E Martch-Harry

There were also 11 members of the public present

**Item 1 Welcome & Introductions**

1.1. Chairman and Councillor Geoff Jackson-Haines has decided due to health reasons to take 4 months off. Cllr Lynn Thrussell will temporarily take on the role and duties of the Chairman during this time.

**Item 2 - To receive and accept apologies for absence**

2.1 Apologies received from Cllr G Jackson-Haines

**Item 3 - Declaration of interests in items on the agenda.**

3.1 There were no declarations of interest.

**Item 4 - To confirm minutes of the Annual Parish Council Meeting held on Tuesday 8<sup>th</sup> May 2018**

4.1 Minutes from the Annual Parish Council meeting dated Tuesday 12<sup>th</sup> June 2018 were approved as correct by all members present. Signed by the Chairman on Wednesday 13<sup>th</sup> June 2018.

**Item 5 - To receive the Clerk's report previously circulated to members.**

- Responded to public 'right of access' to the end of year finance documents and organised meetings with parishioners.
- Received weekly bulletins for planning applications which were sent on to councillors. No applications for this area this month.
- Responded to emails from the public about public roads and parking issues.
- Organised tree survey with contractor for the parish.
- Organised cheques and invoices and posted payments.
- Updated finance spreadsheets.
- Sent Neighbourhood plan survey response to steering group and organised next meeting.
- Sent documents and new Co-option policy to Cllr to keep website up to date.
- Contacted allotment holders over contracts and fees
- Contacted Wiltshire council for advice and contractors for fixing the pavement outside the Co-op.
- Contacted stonemasons to look at memorial on the green, received report and quotation.
- Updated defibrillator information and ordered new pads.
- Undertook and passed the ILCA Local council core roles, law and procedure and finance modules.
- Sent and received applications for parish council grants.

**Item 6 - Update on Stone RAF memorial on the green**

6.1 Clerk sent out report to councillors written by James Long (Masons) Ltd, the original company which made the memorial. They have suggested the sap from the trees above it have damaged the stone and suggest removing it, taking out the damaged piece in the front and replacing the part with marble.

6.2 Cllr Lynn Thrussell concerned about report and asked an independent stonemason for opinion. He reported that it was the pollution from the road and acid rain that had damaged the stone. It is placed too close to road. Portland stone not hard wearing enough. Could put sealant over stone once repaired.

6.3 Clerk to get another report from third person/company and feedback to councillors. Defer any decisions until September meeting.

**Item 7 – To discuss grass cutting contract with possibilities of increasing the number of cuts per year**

7.1 Weather extremely hot at the moment so grass is not growing and going brown.

7.2 Increase cutting around the front of the St Michaels Church Hall as centre of the village. Reminded company that the end of the car park grass needs to be done. Melsome area is now being cut every time. Increased cost of £30.00 a year.

Proposed: Cllr Darren Hewitt, Seconded: Cllr Justin Wright

**Item 8 - To receive an update from the Working Groups.**

**8.1 Update on The Allotments:** Cllr Dave Kee has tidied up the parish council plot. Unfortunately weeds are coming through from the ditch in the play area which need to be dealt with.

Cllr Tim Webb is donating bricks to number the plots. Greenhouse working well with pots and trays being used and swapped. (see 9.2 for further allotment information)

**8.2 Update on The CATG:** Signs have gone up and road markings in place at Dauntsey banks and junction. Hedge on-going concern.

**8.3 Update on the Maintenance Group:**

8.3.1 Cllr Rod Gill cut grass around the White Hart pub. Cllr Dave Kee cut grass around the tyre flower beds.

8.3.2 Cllr Dave Kee watering all the flower beds and trying to keep the flowers alive against the heat wave. Dave taking his truck around everyday to water. Lyneham Village Hall offer their tap for watering.

8.3.3 A resident reported two people were seen hanging around Defibrillators outside Piggies cafe and they were tampered with. Cllr Lynn Thrussell contacted the police. There has been a sign made for them 'No drugs in this defibrillator'.

**8.4 Update on the Highways Group:** Cllr Lynn Thrussell reported the grass field at the bottom of Victoria Drive to My Wiltshire. The grass had not been cut after work was done laying new pipes. Wiltshire Council came and cut the field, it looks much better but there are still parts that need looking at as rocks and stones have been left.

**Item 9 - Finance**

**9.1 Account Balances inclusive of all cheques written and deposits made –**

Current Account £64,595.01

Deposit Account £38,222.54

Cheque Number	Payee	Amount
795	Lynn Thrussell Deposit for uniform repair – RAF event	£350.00
796	Clerk wages June	£492.04
797	HMRC paye	£33.80
798	Lemon Gazelle NP survey analysis	£800.00
799	Clerk - postage & Printing ink	£26.66
800	St Johns Ambulance - RAF event	£138.00
	Money Received	
	Wiltshire Council	£4,138.45

To agree payments in accordance with the budget as listed and previously circulated to members. Agreed by all councillors.

**9.2 To approve the purchase of materials up to £100 excluding VAT for the erection of a fence to secure the perimeter of the Allotment plot.**

9.2.1 Complaints received about dogs causing problems on the allotments. Access through gate by two allotment owners which is being left open and dogs roaming around unattended. Fence to be put in front of gate to ensure security of the plots.

Proposed: Cllr Darren Hewitt Second: Cllr Tim Webb

**9.3 To approve the purchase of Danish oil for treatment of the Parish Notice Boards of approx £100**

9.3.1 Cllr Lynn Thrussell will treat the notice boards with Danish oil to conserve the wood.

Proposed: Cllr Rod Gill Second: Cllr Darren Hewitt

**9.4 To approve the purchase of new Lyneham village entrance signs to include the new insignia as previously agreed**

9.4.1 Cllr Lynn Thrussell has received the quotes for the village signs for Lyneham and Bradenstoke. They will cost £2000. Logo hasn't sufficient print quality for Wiltshire Council. Lynn has contacted Jam Print and was told they always say that but leave it with them. Jam Print costs to ensure design quality and work with Wiltshire Council of approx. £100.00

Proposed: Cllr Tim Webb Second: Cllr Dave Kee

**Item 10 - Planning**

None received this month.

**Item 11 – Dementia Training Course update. To approve funding of £900 excluding VAT for Dementia training for councillors and community**

11.1 All agreed that it would be beneficial for the community for the course to run.

Several dates put forward, all agreed on Friday 7<sup>th</sup> September to give time to market the course and give people time for availability. Three sessions would take place 9.30-12pm, 12.15-2.24pm, 3-5.15pm. 36

people in total 12 people per session. To be held in St Michaels Church hall, Lyneham. Cllr Lynn Thrussell to book company and hall.

11.2 Cllr Darren Hewitt to advertise it on Facebook to the community. Cllr Justin Wright to put information on website. Posters to be sent by Experience training ltd to go on all village notice boards.

11.3 Anyone interested will contact clerk and she will organise and book places. One person per household.

Proposed: Cllr Darren Hewitt Second: Cllr Justin Wright

**Item 12 – Tree Survey Report. To approve funding for necessary tree works following tree inspection**

12.1 Tree report to cost £300. Tree work to cost £2875.00. Very thorough report and a lot of trees need tidying, work and treatment so good value for money. Kevin Franklin has agreed to also contact Wiltshire Council to get permissions and organise everything. Clerk to check all trees owned by Parish Council with him.

Proposed: Cllr Dave Kee Second: Cllr Rod Gill

**Item – 13 Public toilets repaint and prices for new hand driers and installation. To approve purchase of handryers and paint for the public toilets for £500 excluding VAT**

13.1 Cllr Rod Gill agreed to paint and decorate the public toilets. He will purchase paint, hand driers and organise installation.

Proposed: Cllr Tim Webb Second: Cllr Fred Gomme

**Item – 14 Play Park- quotes for maintenance and approve funding for laying wet pour in Pound Close and Bradenstoke parks**

14.1 Cllr Lynn Thrussell sent out quotes for maintenance to councillors prior to meeting. Clerk shows that the money has been allocated for this in the budget. Rospa report highlighted need to repair the flooring in both parks. Pound Close Park option 2 wet pour including removal of current bark etc would cost £7,114. Bradenstoke Park option 2 wet pour £11,147 Total cost of 2 parks would be £18,261

14.2 Cllr Lynn Thrussell - we can reduce costs by undertaking some of the work ourselves with volunteers. Remove existing bark/tiles from both parks. Cllr Tim Webb has fencing that can be used instead of contractors. Cllr Rod Gill has a Water bowser. Lynn will contact Sovereign for a revised quote.

14.3 If all extras are removed the revised costs will be Pound Close park £6,017 and Bradenstoke park £8,725 Total cost of 2 parks £14,742 (approximately). Approval of work at revised costs by all councillors.

14.4 Lynn to contact Sovereign about starting in September 2018.

Proposed: Cllr Darren Hewitt Second: Cllr Rod Gill

**Item 15 - Exchange of Information - To receive and discuss items from Councillors for consideration on the next Agenda.**

15.1 Neighbourhood Plan, Cllr Darren Hewitt has been asked to be the Chairman of the steering group and has agreed to take on Cllr Geoff Jackson-Haines role. Next meeting is on Monday 16<sup>th</sup> July, agenda will be sent out tomorrow. A member of Christian Malford parish steering group will come and talk about their experience. Clerk has been asked to continue taking minutes for the steering group.

15.2 Clerk will be having a work review with councillors this month.

15.3 Cllr Rod Gill highlights that although he has tidied around the White Hart pub, opposite it looks terrible. Unfortunately it is private land and the owner is not interested in clearing it.

15.5 Cllr Dave Kee, Motorists are speeding through Lyneham at 5.30am. Could Community speed watch be able to come out at this time? Ann Kingdon responded that they would need more volunteers to do this as they need to go out in a 3, minimum of 2 people. Volunteers can be trained, please contact Arthur Kingdon if interested.

**Item 18 - Date of the Next Meeting.**

18.1 The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 11<sup>th</sup> September 2018 in the St Michaels Church Hall, Lyneham starting at 7.00pm.

Signed .....  
Chairman

Date .....