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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 14th December 2021 commencing at 7:00pm.

MEMBERS PRESENT: Councillors Antony Jones [AJ], Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Rod Gill [RG1], Clare Church [CC]

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

CHAIR: Antony Jones

APOLOGIES: None.

ABSENT: David Leuty [DL].

Meeting Opened 7:23pm

CM21/276 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr. Leuty.

Proposed FB. Seconded CC. Passed.

IT WAS RESOLVED THAT the reason for absence extended by Cllr Leuty be accepted and that his absence be approved

CM21/277 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

RG2 declared an interest in 7a (Toilet Contract Update) and will leave the room during that item.

CM21/278 **MINUTES OF THE PREVIOUS MEETING, 9TH NOVEMBER 2021**

Proposed FB. Seconded RG2. Passed.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 9th November 2021 are a true reflection of the decisions made.

CM21/279 **MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING HELD ON JANUARY 12TH 2021**

Proposed FB. Seconded SG. Passed.



IT WAS RESOLVED THAT the minutes of the Confidential Session of the Parish Council meeting held on 12th January 2021 are a true reflection of the decisions made.

CM21/280 **CHAIR'S ANNOUNCEMENTS**

No Announcements.

CM21/281 **PLANNING**

CM21/282 **To Receive the Planning Report from 13th December 2021**

Report Received.

CM21/283 **To Consider the following planning requests**

[PL/2021/11175](#)

Proposal

Outline planning application (all matters reserved except means for access only in relation to a new point of access into the site) for residential development for up to 56 dwellings, including the creation of a new vehicular access, public open space, landscape planting, pumping station, surface water attenuation and associated infrastructure.

Site Address

Land North of Webbs Court, Lyneham

Outcome

Object

This Planning application should be denied for the following reasons.

In accordance with the current Wiltshire Core Strategy (WCS) this planning application fails to meet even the most basic criteria. The Parish of Lyneham and Bradenstoke is a rural community consisting of a large village and a small village (as identified in the WCS). The WCS also states that development in large villages will be of 10 units or fewer. This number can be increased if there is a 'demonstrable need' within the community for such a development. There is no such need within the community.



This proposed development is also on Greenfield and is outside the existing settlement boundary. Once again, in the WCS, it states that developments on Greenfield or developments that will expand the settlement boundary will only be allowed if there is a 'demonstrable need' in the community and the development is for Social/affordable housing only. THERE IS NO SUCH NEED. Wiltshire Council manage a list of people that are looking for housing in various areas and for our Parish, that list contains 7 names.

There are plans currently in place for Green Square to redevelop St. Michael's Close. That redevelopment will more than accommodate those names. There is also no requirement from Wiltshire Council for further development in our village to meet its strategic housing aims. A number of housing surveys have been carried out and there is absolutely no demonstrable need for a development of this size. Recently planning has been granted for 50 houses at the rear of Pound Close and another 200 are planned at Green Farm. This is in direct contravention of the Wiltshire plan.

A Planning Officer comment on Green Farm was that it was in breach of Wiltshire policies, but it was not valued landscape. It may not be to you but to local people it was. As is the field in question with this application. This is not only an application for just this parcel of land but a rolling attempt to totally change the village of Lyneham. As has happened in other areas of Wiltshire, one planning application follows another until we see the total change in our village. Please do not let this happen. You have a responsibility to the villagers of Lyneham and Bradenstoke to treat us fairly and not to totally disregard our request.



Please maintain Lyneham and Bradenstoke so that in years to come we will still be rural villages. There is an absolute need to protect Lyneham’s landscape, the distinct character of the village, and its rural spaces. This is also identified in the Wiltshire Infrastructure Delivery Plan 3 2011 – 2026 (2016) which makes it clear that where villages within the parts of the Royal Wootton Bassett Community area (in which Lyneham falls), the identity, character and settings of these settlements should be protected. There is no requirement or need for this size of development in the village. How many times must we go through this process to make this clear!

- CM21/284 **TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**
 RG left the meeting
- CM21/285 **Update On Toilet and Grounds Contracts**
 EM updated that she has received two replies to the contracts sent out for both the Toilet Cleaning and the Grounds Maintenance.
 The Council discussed the advantages of RKM Construction continuing with the contract for the Toilets but asked that the invoicing be timelier. The Council agreed to continue with RKM but asked that invoicing be more regular and provide proof of insurance.
 Both contracts will be formally agreed at the February meeting once all replies to the quoting process have been received.
 RG re-joined the meeting
- CM21/286 **Tree Report**
 Two companies have been asked for a tree report quote. FB will assist and walk the area as requested.
- CM21/287 **National Pay Negotiations**
 The Clerks salary is contractual to the “Green Book” which is a nationally agreed structure. This is currently being negotiated with central government and should there be a pay increase this will be required to be paid retrospectively to April 2021 as per contract. Pay settlements are usually done over the summer but this year has been protracted.
- CM21/288 **Bradenstoke Resurfacing Work (Play Park and Noticeboard)**
 Both resurfacing work around the noticeboard and the playpark are scheduled for January 10th.

AJ added that, approximately 18 months ago, prior to COVID, there was discussion and a request for the noticeboard to be made accessible to wheelchair and pushchair users. The expense of this item is related to the excavation of the area, the resurfacing and the traffic management. This is a professional work item being done with close supervision of Wiltshire Council and Highways.

CM21/289 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM21/290 **Flower Beds Working Group**

No update. RG added that should the Council feel that the public should not bear the cost of the contracts to maintain the flower beds, he would be happy to dismantle and remove them. The original intent, when more volunteers were available, was for this to be a voluntary effort.

CM21/291 **Allotment Working Group**

No update. Allotments running smoothly. There is an increase in the number of dogs shortcutting through the allotments.

CM21/292 **Open Spaces & Play Areas Working Group**

FB reported that he is still looking at the options for Hollow Way footpath. FB is meeting a contractor in January for outline costs.

Play Park entrance at Bradenstoke is being resurfaced as reported elsewhere.

Looking at alternative options for the resurfacing of the Pound Close play area (there are also some small holes appearing in the Bradenstoke play area). All play areas passed the tests in November.

CM21/293 **Neighbourhood Development Plan Update**

Still hoping to get together for a thank-you social, pending COVID. Parish Council will look to consume the NDP management into the Planning Committee as per terms of reference.

CM21/294 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**

RG2 attended the meeting on the 12th November.

RG2 updated that the discussions at the forum had been regarding increase in traffic accidents based on speeding, drugs, etc. There have been 25-30 fatalities in Wiltshire this year.

CM21/295 **Royal Wootton Bassett & Cricklade Area Board**

No update



- CM21/296 **SID Working Group Update**
 FB has sent around documents regarding the material collected from various Councils. The group is now looking at what recommendations to make.
- CM21/297 **War Memorial Working Group Update**
 SG has spoken to the contractor and reviewed the work needed. ~~The suggestion is to use black iron for chains.~~ The suggestion is to remove the black chains and replace the posts.
- CM21/298 **Emergency Plan Working Group**
 No update
- CM21/299 **Highways and Maintenance Working Group**
 FB has received an email from a parishioner regarding the Thames Water work on Preston Lane expressing the length of time taken. The work now appears to be complete.
 The public were asked that, should they see speed signs that are deteriorated, please send to Cllr Ball and these will be sent to Wiltshire Council for attention.
 Some of the drains need attention from the sweeper. SG will speak to the Parish Steward. The bus shelters have all been cleaned.
- CM21/300 **Community Action Transport Group (CATG)**
 No CATG meeting since last PC meeting.
 Next meeting 15th December
- CM21/301 **Young People and Families Working Group**
 No update
- CM21/302 **Public Relations and Communications Working Group**
 SG thanked Shirly & the ladies at Bradenstoke Village Hall who provided cakes and looking after the Council during the recent community engagement meeting.
- CM21/303 **FINANCE MATTERS**
- CM21/304 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044**
- (a) **Bradenstoke Play Park Entrance Re-Surfacing (£1800)**
 Work scheduled for beginning of January. This is a long running plan to improve the entrance to the play area and resolve the parking issues following complaints from residents.

CM21/322: Correction agreed (marked red)AJ
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(b) Bradenstoke Noticeboard Amendments (£1962)

Work schedule for beginning of January. Discussed elsewhere in this meeting.

- CM21/305 **To Consider and Agree to the Amendment of Financial Regulation 4.1, bullet 3, from £500 to £2000**
 This change will replace the temporary powers that have been in place as part of COVID (since May 2021).
 Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT Financial Regulation 4.1.3 be amended to read £2000.
- CM21/306 **To Receive For Information, Disbursements Made Since The Last Meeting**
 Received. Disbursements will be attached to these minutes
- CM21/307 **To Consider And Approve The Schedule Of Forthcoming Payments**
 Proposed AJ. Seconded SG. Passed.
IT WAS RESOLVED THAT the Schedule Of Forthcoming Payments Be Approved.
- CM21/308 **To Receive The Bank Reconciliations As Presented**
 Received.
- CM21/309 **To Consider and Agree The 2022/23 Parish Council Budget**
 Budget proposal was received. Scenario One was proposed; Retain Precept by using some unspent provision whilst slightly increasing Defib and Special Projects
 Proposed AJ. Seconded RG2. Passed.
IT WAS RESOLVED THAT Scenario One From The Budget Proposal Be Accepted As The Council's Budget For 2022/23
- CM21/310 **To Consider and Agree The Precept Request for 2022/23**
 Based on CM21/309 the precept will be £52,704 (Total amount unchanged but a decrease of 21p in Council Tax per Band D house due to tax base increases).
 Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT A Precept Request for 2022/23 of £52,704 be sent to Wiltshire Council
- CM21/311 **TO RECEIVE FOR INFORMATION, THE EXTERNAL AUDITORS REPORT FOR THE 2020/21 MUNICIPAL YEAR.**
 Report Received.



CM21/312 TO CONSIDER AND AGREE TO PURSUE THE NALC LOCAL COUNCIL AWARD SCHEME AT A COST OF £50

AJ stated that the Council are keen to be seen as accredited by NALC as a quality council to help ensure public trust that the Council is well run.

This will involve a review of the Council’s Governance separate to the AGAR Audit performed each year. There are only a handful of Council’s in Wiltshire that hold the award.

The Council will start with the Foundation Level Award.

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT The Council Will Pursue NALC Quality Council Status – Foundation Level – At A Cost Of £50.

CM21/313 TO CONSIDER AND AGREE TO ADOPT OKR – OBJECTIVES AND KEY RESULTS MATRIX - AS A MEASUREMENT TOOL FOR THE COUNCIL

The Council have drafted 4 Objectives and identified key results for those objectives to help measure the Council’s performance. This will be a six month trial and the dashboard will be made public. The objectives and their associated measurements are fluid and flexible.

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT The Council Adopts OKR To Aid In Measuring Its Performance.

The draft dashboard is included below. This will be completed and updated in the coming months.

Lyneham & Bradenstoke Parish Council
Council Objectives & Key Results (OKR)

5 Overall Performance

	Score	Observations
O1 Build A Stronger Community in L&B	3	
KR1 Increase Core Grants to Community Groups	2	
KR2 Support a Community Newsletter	0	
KR3 Organise a post-pandemic community event	0	
KR4 Clean and Repair the Bradenstoke War Memorial	3	
KR5 Secure a Neighbourhood Development Plan	9	
O2 Build A Safer Community	3	
KR1 Improve Hollow Way Footpath	1	
KR2 Improve Traffic Management At Tesco’s	1	
KR3 Ensure attendance by a Councillor or Clerk at the RWB/Cricklade Safety Forum	6	
O3 Ensure Value for Money	7	
KR1 Maintain at least 80% allocation of allotments at Bradenstoke	8	
KR2 Improve and expand the current playparks	4	
KR3 Maintain Public Toilets to a high standard	8	
KR4 Publish Budget and Financials and track progress	8	
O4 Build A Quality Council	4	
KR1 Develop a 3y Business Plan to properly manage future finances and plan projects	1	
KR2 Provide leadership in planning for the future	7	
KR3 Engage on Green Issues	3	
KR4 For all Councillors to attend at least one training session per year	5	
KR5 Ensure regular training and appraisal for the Clerk	4	



- CM21/314 **TO RECEIVE AN UPDATE ON THE COMMUNITY ENGAGEMENT MEETING WITH THE BRADENSTOKE COMMUNITY**
 The Council met on the 20th November with the Bradenstoke Community.
 David West and Daniel Bowen, two residents, asked for an update about the fence around the dog park. This had been looked at a few years ago with no outcome. FB has spoken to the contractor, Mr Isles. The grass is overgrown but most of the fence appears pretty good. However, the fence doesn't go into the ground.
 First stage will be to strim the grass. Following this, more soil could be added to the fence line. A steel mesh grid at 600ml could be buried and attached to the current fencing in approximately 40 sections (this can only be confirmed once the strimming and clearing is done). Approximately 20m of the fencing will need to be fully replaced.
 Mr Isles has quoted £100 for this part of the work.
 The Council will seek an estimate for the 20m fencing replacement.
 The gate needs to have proper meshing rather than the chicken wire currently attached.
- CM21/315 **TO CONSIDER AND AGREE ON A COMMUNITY ENGAGEMENT MEETING WITH THE LYNEHAM COMMUNITY**
 On the 4th December, FB and AJ attended the opening of Lyneham Village Hall. The Village Hall looks smart, and the committee thanked the Council for all their support.
 The Village Hall is looking for Trustees and helpers. Please contact the Village Hall if you would like to help.
 Due to the current COVID situation the Council will look to delay until the 19th March 2022 11am to 2pm for the engagement meeting.
- CM21/316 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
- CM21/317 **TO CONSIDER ITEMS OF MAINTENANCE**
 No additional items to those discussed earlier.
 The water company is chasing for a water meter reading. The Council cannot find the water meter.
- CM21/318 **KEY MESSAGES**
 The budget has been set, there will be no meeting in January.
 Stay safe over Christmas.



CM21/319

NEXT MEETING.

The next Full Parish Council meeting will be held on Tuesday 8th February 2022 at 7pm, at Lyneham Village Hall.

Meeting Closed 8:46pm



Summary of Public Participation Section

Parish Council Vice-Chairman, Cllr. Antony Jones opened the meeting at 7:06pm and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Cllr. Bucknell reported that waste collection will be operating normally for the Christmas period. There are changes to the recycle

The next Area Board meeting will be 19th January at 6:30pm scheduled for Cricklade Town Hall but subject to change depending on COVID situation.

Short engagement survey has been sent out about services in the Parish

Next CATG meeting will be tomorrow night (15th)

Very productive Community Safety Forum Meeting including a presentation from the Fire Service, next meeting will be January 8th.

Planning enforcement has been active at Clack Hill following a number of complaints.

Green Farm planning appeal was allowed (200 Homes).

Solar Fund AGM was on October 20th, the Fund is still looking for worthy projects.

MOD Lyneham Report from Major Iain McDavid

Major McDavid was unable to attend but sent a report. AJ read the report

- The majority of our Trainees and staff depart this week for Christmas leave with a large number of families remaining on the married quarter patch.
- Many thanks to the Lyneham and Bradenstoke parishioners for their patience and understanding with recent fireworks and social events.
- Finally, MOD Lyneham would like to formally thank the community for their continuing support to all events and we wish the Parish Council and all Parishioners a very Merry Christmas and a Happy New Year.
 - We look forward to continuing to work together throughout 2022.

PCSO

PCSO not in attendance. AJ read through the update



Last month quarterly figures showed a decrease in most offences but an increase in theft and violent offences.

There has been a steady increase in road incidents (drink driving, collisions, etc). The Annual drink driving campaign started on the 8th December.

Other Public Items discussed

Emails received.

9th December. Email from a resident.

The resident had written in with queries querying the state of the Clerk asking whether the Clerk is outside of the UK at this time (1), whether she is being paid and whether her expenses are being vetted (2). Additionally, he noted that the net pay of the Clerk is not made public and would like to know why and what she is paid (3). Further, the resident queried the expense of the Bradenstoke Noticeboard wanting to know what had been done and why the price was excessive (4).

1. AJ confirmed that the Parish Clerk has been out of the UK since end of April due to personal circumstances and with the full agreement of the Council. There has been no change in the working circumstances, and it makes no difference whether the Clerk is 12 miles away or 3000 miles away considering the COVID commitments. RG2, SG and FB added that they have experienced no change in the Clerk's work and that they too felt it was making no impact.
 - a. From the audience, a member of the public stated they had sent emails to the Parish Clerk and received no reply. They had followed this up with emails to the Chair. Both the Clerk and Chair confirmed that neither had received any emails from the member of the public concerned. AJ reminded all that emails can be sent to the Clerk, or via the website, or telephone, by mail, or to any Councillor if these routes produce no response. No further comment was made.
2. The Clerk continues to carry out her duties and is therefore receiving full pay. The Clerks expense procedure has not changed, and these are checked, as all invoices are, by two Councillors prior to payment (and reported to the meetings, and minuted).
3. The Clerk's Net Pay is not communicated to the public as per the standard GDPR process accepted as normal standard for UK business. The Clerk's Gross Pay is reported as part of the budget. FB added that the Clerk is paid according to a national pay band agreed at commencement of contract, that being SCP28 (£16.75ph based on the 2020/21 nationally agreed pay table). The increase from SCP27 (in January 2021) to SCP28, and the associated amount is minuted. If members of the public wish further information, then they may raise a Freedom Of Information request but the Council cannot discuss net pay and taxation levels of personnel.



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
2010186	29-Nov-21	Wiltshire Council		S.106 Calne Road	£ 40,740.00	N/A
2010200	19-Nov-21	Gigaclear		Wayleave	£ 4,759.05	N/A
Allot12	12-Dec-21	Allotment Plot Tenant		Plot 12	£ 18.00	N/A
Allot16	12-Dec-21	Allotment Plot Tenant		Plot 16	£ 18.00	N/A
Allot13	12-Dec-21	Allotment Plot Tenant		Plot 13	£ 18.00	N/A
Allot23	12-Dec-21	Allotment Plot Tenant		Plot 23	£ 18.00	N/A
Unbanked Receipts						
Allot 3		Allotment Plot Tenant		Plot 3	£ 18.00	N/A
Allot40		Allotment Plot Tenant		Plot 40	£ 18.00	N/A
Expected Receipts						
Allot28-29-31		Allotment Plot Tenant		Plot 28,29,31	£ 54.00	N/A
Allot39		Allotment Plot Tenant		Plot 39	£ 18.00	N/A
Allot35		Allotment Plot Tenant		Plot 35	£ 18.00	N/A
Allot37-38		Allotment Plot Tenant		Plot 37, 38	£ 36.00	N/A
Payments Made Since Last Meeting						
2010151	08-Nov-21	B/P to: Elizabeth Martin	October	Pension		N
2010164	11-Dec-21	B/P to: RKM Construction	July, August, Sept	Toilet Cleaning	£ 1,484.09	N
2010185	01-Dec-21	B/P to: e.on		Electric - October	£ 32.62	R
2010187	08-Dec-21	B/P to: Lyneham Village Hall	CM20/259	S.106 Grant for Roof (Part Payment) ***	£ 32,510.00	N
2010188	08-Dec-21	B/P to: Bradenstoke Village Hall	CM20/260 & BVH20065	S.106 Grant for Septic Tank (Whole Payment)	£ 8,230.00	N
2010192	11-Dec-21	B/P to: Lemon Gazelle	361	NDP Website November	£ 50.00	N
2010196	11-Dec-21	B/P to: Charlton Baker	48516	Payroll - November	£ 14.58	Y
2010197	27-Nov-21	B/P to: Elizabeth Martin	November	Salary		N
2010198	08-Dec-21	B/P to: Elizabeth Martin	November	Pension		N
2010199	11-Dec-21	B/P to: Elizabeth Martin	Exp-Nov	Microsoft Expenses November	£ 55.45	Y
2010201	08-Dec-21	B/P to: Community Heatbeat		Defib Supplies	£ 46.80	Y
2010202	11-Dec-21	B/P to: Bradenstoke Village Hall	BVH20070	Use of Hall	£ 24.50	N
2010203	11-Dec-21	B/P to: Elizabeth Martin	Exp-Dec	Microsoft December Expenses	£ 56.64	Y
2010204	12-Dec-21	B/P to: Elizabeth Martin	Various	Virtual Landline (Feb--Dec)	£ 71.60	Y
2010205	12-Dec-21	B/P to: e.on		Electric - November	£ 25.33	R
Forthcoming Approved Payments (not included on Reconciliation)						
2010207		B/P to: RKM Construction	Sept, Oct, Nov	Toilet Cleaning	£ 1,484.09	N
2010208		B/P to: Charlton Baker		Payroll - December	£ 14.58	Y
2010209	27-Dec-21	B/P to: Elizabeth Martin	December	Salary		N
2010210	08-Jan-22	B/P to: Elizabeth Martin	December	Pension		N
2010211		B/P to: Lyneham Village Hall	46	November Hall Hire	£ 27.00	N
2010212		B/P to: Bradenstoke Village Hall		December Hall Hire	£ 24.50	N
2010213		B/P to: Elizabeth Martin		Microsoft January Expenses	£ 47.20	Y
Internal Banking Transfers - To Savings						
	30-Nov-21	Gigaclear		Wayleave	£ 4,759.05	N/A

* Amounts include VAT

*** Full Grant Paid