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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bushton Village Hall on Tuesday 29th June 2021 commencing at 7:00pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Antony Jones [AJ], Rod Gill [RG1], Shendie Green [SG], David Leuty [DL], Clare Church [CC]

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

CHAIR: Antony Jones

APOLOGIES: Ron Glover [RG2]

ABSENT: James Elford [JE]

Meeting Opened 7:33pm

- CM21/064 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received and accepted from Ron Glover.
Proposed AJ. Passed.
IT WAS RESOLVED THAT the reasons for absence for Cllr Ron Glover be accepted.
No Apologies received from Cllr Elford
- CM21/065 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None Received.
- CM21/066 **MINUTES OF THE PREVIOUS MEETINGS FOR 19TH MAY 2021**
Proposed AJ. Seconded DL. Passed.
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 19th May 2021 are a true reflection of the decisions made.
- CM21/067 **MINUTES OF THE ANNUAL PARISH MEETING FOR 25TH MAY 2021**
Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT the minutes of the Parish Meeting held on 25th May 2021 are a true reflection of the decisions made.



- CM21/068 **TO RECEIVE AND SIGN THE DECLARATIONS OF OFFICE FOR ALL COUNCILLORS THAT REMAIN OUTSTANDING IN ACCORDANCE WITH RESOLUTION CM21/041**
No contact has been forthcoming from Cllr Elford and no signed version of the declaration of office has been received.
IT WAS RESOLVED THAT Under Section 83(2) of the Local Government Act 1972, neither any Councillor or the Parish Clerk for Lyneham and Bradenstoke has received a Declaration of Acceptance of Office from Cllr Elford, nor any communication indicating such acceptance. As the date set by this Council under Minute CM21/041 has passed, the Council hereby declares the seat held by Cllr Elford to be vacant
Action: EM to inform elections office of the vacancy
- CM21/069 **CHAIR'S ANNOUNCEMENTS**
No announcements
- CM21/070 **PLANNING COMMITTEE**
- CM21/071 **To Receive the Monthly Planning Report**
Update Received.
- CM21/072 **To Consider the following planning requests**
- | | |
|--|--|
| <p>PL/2021/04409
And
PL/2021/04560</p> | <p><u>Site Address</u>
22a Calne Road, Lyneham SN15 4PS</p> <p><u>Proposal</u>
Proposal to install 4X fascia signs, 1X Projecting signs and 6X Graphic vinyls <u>and</u>
Proposal to install modular extension to the existing warehouse and relocation of existing plant</p> <p><u>Outcome</u>
No Objection for either</p> |
| <p>Premises License</p> | <p><u>Site Address</u>
85 Victoria Drive, Lyneham, SN15 4TE</p> <p><u>Proposal</u>
Premises License</p> <p><u>Outcome</u>
No Objection as long as note being served from 85 Victoria Drive.</p> |
- CM21/073 **TO RECEIVE FOR INFORMATION THE CLERKS REPORT.**
All items covered elsewhere in the Agenda.

CM21/074 FINANCE MATTERS

CM21/075 To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044

A refurbishment of the Public Toilets in Lyneham has been agreed for cost of materials only. Work to be carried out by Cllr Gill. Materials not to exceed £500.

The removal of materials from Allotment 39 at Bradenstoke has been agreed for a cost of £600 inc. VAT

The Gigaclear contract presented to the May meeting has now been agreed. Works will commence in due course and the Council will receive the agreed sum as presented in the May meeting.

CM21/076 To Receive For Information, Disbursements Made Since The Last Meeting

Disbursements received.

CM21/077 To Consider And Approve The Schedule Of Forthcoming Payments

The list of disbursements and approved payments will be attached to these minutes.

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT the Forthcoming Payments be Approved.

CM21/078 To Receive The Bank Reconciliation

The Bank Reconciliation was held over to the next meeting.

CM21/079 TO RECEIVE THE INTERNAL AUDITORS REPORT

Received and noted.

CM21/080 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2021: GOVERNANCE STATEMENT

CM21/081 To Consider and Approve the AGAR Governance Statement Assertions

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT the AGAR Governance Statement Assertions be accepted.

082/083 Intentionally removed. No content.

CM21/084 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2020/21

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT the Annual Governance Statement for 2020/21 be approved.



**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)
FOR YEAR ENDED 31ST MARCH 2021: ACCOUNTING STATEMENT**

CM21/085 **To Receive the Accounting Report for 2020/21 from the Internal Auditor**

Received and noted.

CM21/086 **To Consider and Approve the Annual Accounting Statements for 2020/21**

Proposed AJ. Seconded FB. Passed.

IT WAS RESOLVED THAT the Annual Accounting Statements for 2020/21 be approved.

AJ commented read from the Internal Auditors Report Conclusion.

The IA is pleased to acknowledge the significant improvement in documentation and operative controls implemented in the latter stages of 2019-20 by the former locum clerk, together with the further improvements instigated by the new clerk appointed in June 2020. Consequently, we have concluded that, based on the satisfactory completion of our programme of work for the year, the Council has maintained adequate and effective internal control arrangements throughout the year with only a few minor issues arising this year warranting formal comment

AJ thanked the former Clerk, Ann Kingdon, the current Clerk and the Council for getting the Council into this position.

There are three recommendations.

Recommendation 1: VAT should only be recorded in the accounting software when identified on the invoice or a valid VAT Registration Number is on the supporting payment docket.

Recommendation 2: The allotment register should be expanded to formally identify the rent due for each plot and the date of receipts and / or banking to provide a full audit trail. [EM has spoken to Rialtus with a view to looking at their Allotment management add-on for the Accounting Software]

Recommendation 3: Allotment rents should be the subject of annual review (Financial Regulations para 9.3 refers) with the outcome formally minuted, even where no increase is approved.

CM21/087 **TO NOTE THE DATES FOR THE PUBLIC TO EXERCISE THEIR RIGHTS WILL BE FROM THURSDAY 1ST JULY TO TUESDAY 10TH AUGUST 2021.**

Noted.

CM21/088 **TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING COMMITTEES**

CM21/089 **Planning Committee (5 Members)**

Nominees: Cllrs Jones, Ball, Green, Leuty and Glover

- CM21/090 **Finance Committee (4 Members)**
Nominees: Cllrs Jones, Ball, Leuty and Glover
- CM21/091 **Human Resources Committee (3 Members)**
Nominees: Cllrs Jones, Leuty and Church
- CM21/092 **TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES**
- CM21/093 **Community Area Transport Group (CATG) (2 Members)**
Nominees: Cllrs Ball and Jones.
- CM21/094 **MoD Liaison (2 Members)**
Nominees: Cllrs Jones, Church and Leuty
- CM21/095 **Lyneham Village Hall (Nominated Trustee) (1 Member)**
Nominee: Cllr Gill
- CM21/096 **Neighbourhood Planning Group (2 Members)**
Nominees: Cllrs Ball and Green
- CM21/097 **Royal Wootton Bassett and Cricklade Area Board (RWBC) (2 Members)**
Nominees: Cllrs Ball and Jones
- CM21/098 **Community Safety Forum**
Nominee: Cllr Jones
- CM21/099 **TO CONSIDER AND APPROVE THE FOLLOWING WORKING GROUPS AND APPOINTMENTS TO THEM.**
- CM21/100 **Policy Working Group (3 or more Members)**
Nominees: Cllrs Jones, Leuty and Ball (and the Parish Clerk)
- CM21/101 **Open Spaces and Play Areas Working Group (3 or more Members)**
Both the Open Spaces and the Play Area Working Groups are now combined into a single Working Group.
Nominees: Cllrs Church, Ball and Gill
- CM21/102 **Defibrillator Inspection Working Group (2 or more Members)**
Nominees: Cllrs Green, Church and Ball
- CM21/103 **Allotment Working Group (2 or more Members)**
Nominees: Cllrs Glover and Gill
- CM21/104 **Flower Bed Working Group (3 or more Members)**
Nominees: Cllrs Green and Ball with a Member of the Public, Stevie Palmer
- CM21/105 **Public Relations and Communications Working Group (3 or more Members)**
Nominees: Cllrs Church and Green



- CM21/106 **Emergency Planning Working Group (3 or more Members)**
Nominees: Cllr Leuty along with two Members of the Public, Stevie Palmer and Sue Hunt
- CM21/107 **War Memorial Working Group (2 or more Members)**
Nominees: Cllr Green along with two Members of the Public, Stevie Palmer and Dennis Goulding
- CM21/108 **Highways and Maintenance Working Group (3 or more Members)**
Nominees: Cllrs Green and Ball
This working group includes the Parish Steward liaison.
- CM21/109 **SID Working Group (2 or more Members)**
Nominees: Cllr Ball with a Member of the Public, Arthur Kingdon.
- CM21/110 **Young People and Families Working Group (3 or more Members)**
Nominees: Cllr Jones.
Amendment to the Human Resources Policy
It was proposed that the Human Resources Policy be formally amended to remove the prohibition of the Chair being a member.
Proposed DL. Seconded RG1. Passed.
IT WAS RESOLVE THAT the Human Resources Policy be amended to allow the Chair of the Council to be a member of the Committee.
- CM21/111 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Correspondence dealt with elsewhere in the agenda.
- CM21/112 **TO CONSIDER ITEMS OF MAINTENANCE**
Councillors were receiving lists of items to be addressed around the village. SG is, as part of the Highways and Maintenance WG, is the primary liaison with the Parish Steward. Please forward any items to SG and cc the Clerk.
- CM21/113 **KEY MESSAGES**
SG wanted to acknowledge the hard work of everyone who has put in time and work with the flower beds.
- CM21/114 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 27th July 2021 at 7pm, venue will be communicated in due course.

Meeting Closed 8:32pm

Summary of Public Participation Section

Parish Council Chairman, Cllr. Antony Jones opened the meeting at 7:07pm and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell was unable to attend but send an update as follows: -

The dead trees outside Church Mews have been removed.

The footpath works have been delayed for a few weeks but will still happen.

White Hart planning application still awaiting information from applicant.

I attended a meeting with Vistry ref Pound Farm land – they are going with a layout much as that in the outline but with 50% affordable rather than 40%. They will honour the 6 bungalows and the max storey.

There is a lot of public open space which will need to be managed. They are talking about setting up a management company paid for by the residents (sounds like a recipe for conflict to me). I asked whether they had considered putting in more allotments and a community orchard, if this was something that local people wanted (I have not asked). They said they would think about it. They are also putting more parking spaces.

Obviously, work has started on Greenfields Estate extension at last. Fingers crossed it is now full steam ahead.

The extra care home at Andrews Court is taking shape.

The Area Board is adopting a new model with 4 business meetings and more informal, targeted engagements. I am happy to talk to the appointed reps to the area board/ CATG to update them.

Report from the MOD

Major Iain McDavid reported.

Drainage ditch near the allotments in Bradenstoke. MOD have concerns on the lack of progress and work will be increased. In the meantime, signs will be placed indicating this is MOD land. MOD have confirmed land ownership around the fencing and the ditch at the allotments are the responsibility of the MOD and these will be prioritised following the nesting season.

Main gate has received a clean-up. There will also be some tree management taking place and this may inhibit some accesses.

There will also be a charity ride-out in aid of the NHS on 4th July.

Due to asbestos issues one of the REME units will be moving to a different base area and this may involve some noise issues.

Parish Clerk raised the issue of rats around the allotment area. MOD will investigate as part of the ditch management but more detail needed.

Member of the Public asked about an area of MOD land that needed attention. The MOP had been visited by two members of the MOD but no work had yet been carried out. The MOP asked what can



be done to improve this area (between Church and Flagstones, on the other side of the footpath). Major McDavid will take the action to investigate and report back.

Royal Wootton Bassett Police Report

PCSO Andrew Singfield sent a report via a member of the public. The chair read out the report.

The past month has seen the rural area staying pretty static with the crimes and incidents, we have been conducting a lot of extra patrols around the Lyneham area to try and combat a perceived increase in anti-social drunken behaviour in the evenings. We continue to work with partner agencies and are monitoring the issues. If you follow our Facebook page you'll see as a station we've been busy with closure orders, drink drivers and business as usual offences.

More information on what the police are doing can be found on their Facebook page.

Other Public Items discussed

No questions received for this meeting.

Email from a parishioner regarding an item raised on the March meeting regarding the entrance to the playpark. Some signs have now been placed but the Council needs to find the owner area outside the gate so the parking issue can be addressed.

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

Signed _____

Date _____

LYNEHAM & BRADENSTOKE PARISH COUNCIL MEETING – FULL COUNCIL MEETING
PAYMENT SCHEDULE

End June 2021



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
	07-Jun-21	Allotment Holder - Williams		Allotment Rent (pro-rata)	£ 6.00	N
	07-Jun-21	Allotment Holder - Alexander		Allotment Rent (pro-rata)	£ 6.00	N
Payments Made Since Last Meeting						
2010111	21-May-21	B/P to: WALC	SUB 21/22 - 153	Annual Subscription	£ 1,092.50	Y
2010112	21-May-21	B/P to: Charlton Baker	414944	Payroll - April	£ 14.58	Y
2010113	21-May-21	B/P to: Kevin Isles	3253	Grounds	£ 1,000.00	N
2010114	21-May-21	B/P to: Lemon Gazelle	337	NP Website Hosting and Maintenance April	£ 50.00	N
2010115	21-May-21	B/P to: WALC	1965	WALC Councillor Training - Shendie Green	£ 108.00	Y
			1986	WALC Councillor Training - Clare Church		
			1952	WALC Councillor Training - David Leuty		
2010116	21-May-21	B/P to: Liam Broughton	May	Microsoft 4 invoices - Teams/Comms	£ 72.48	Y
2010117	21-May-21	B/P to: Cllr. Ball		Postage Costs	£ 2.25	N
2010118	21-May-21	B/P to: Cllr. Ball	57637	Safety Signs	£ 90.58	Y
2010119	21-May-21	B/P to: Greatfield Garden Centre		24 Bags Compost for Flower Beds	£ 96.00	Y
2010120	21-May-21	B/P to: Barry Holman Gardens	PC002	Wildflowers (Part 2 or 2)	£ 899.24	Y
2010121	26-May-21	B/P to: Elizabeth Martin	May	Salary		N
2010122	09-Jun-21	Direct Debit (NEST)	May	Pension		N
2010123	07-Jun-21	B/P to: Grist Environmental	328267	Fly Tipping Cleanup	£ 210.00	Y
2010124	07-Jun-21	B/P to: Bushton Village Hall		Hall Hire	£ 45.00	N
2010125	07-Jun-21	B/P to: Eon	May	Electric - May	£ 27.46	R
2010126	08-Jun-21	B/P to: Lemon Gazelle	340	NP Website Hosting and Maintenance May	£ 50.00	N
2010127	08-Jun-21	B/P to: Kevin Isles	3271	Grounds	£ 1,000.00	N
Forthcoming Approved Payments (not included on Reconciliation)						
2010128	29-Jun-21	B/P to: Greatfield Garden Centre		Garden Supplies	35.94	Y
2010129	29-Jun-21	B/P to: Elizabeth Martin	June	Salary		N
2010130	09-Jul-21	Direct Debit (NEST)	June	Pension		N
2010131	29-Jun-21	B/P to: Auditing Solutions	A7139	Internal Audit 20/21	£ 360.00	Y
2010132	29-Jun-21	B/P to: Charlton Baker	428777	Payroll - May	£ 14.58	Y
2010133	21-Jun-21	B/P to: Lemon Gazelle	tbc	NP Website Hosting and Maintenance May	£ 50.00	N
2010134	25-Jun-21	B/P to: Crapper & Sons	30180	Waste Clearance at Allotments	£ 600.00	Y
2010135		B/P to: Liam Broughton	June	Microsoft 4 invoices - Teams/Comms	Approx £75	Y
2010136		B/P to: Kevin Isles	tbc	Grounds	£ 1,000.00	N
2010137		B/P to: RKM Construction	April & May	Toilet Cleaning	£ 912.50	N
2010138	29-Jun-21	B/P to: Eon	June	Electric - June	£ 25.71	R
Internal Banking Transfers						

* Amounts include VAT