

## LYNEHAM AND BRADENSTOKE PARISH COUNCIL

To: All members of Lyneham & Bradenstoke Parish Council as follows:

Cllr Frank Ball, (Chairman), Cllr Keith Webster (Vice-chairman)  
Councillors: Liam Broughton, Tim Darch, James Elford, Rod Gill, Gayna Howarth,  
Carol Jenkins, Antony Jones, Chris Moncrieffe, Cllr Dave Smith

You are hereby summoned to attend a Meeting of the Parish Council on Tuesday 11<sup>th</sup> February 2020 at 7pm to be held in Bradenstoke Village Hall for the purpose of transacting the following business.

Signed *Ann Kingdon*

Parish Clerk Date 6<sup>th</sup> February 2020

### Public Participation

- a) Report from the Wiltshire Council Member for the Lyneham division
- b) Report from MOD Lyneham
- c) Comments from members of the public to be considered by the Council.

### AGENDA

- 1. To receive apologies for Absence.
- 2. To receive Declarations of Interest in any items on the Agenda.
- 3. To approve the Minutes of the Parish Council meeting held on 14<sup>th</sup> January 2020.
- 4. **Planning Committee**
  - 4.1 To receive a report from the Planning Committee to include the following planning applications:
    - 20/00995/TPO - This is the property at the junction of Herbert Ludlow Gardens, Bradenstoke
    - 20/00748/FUL –43 Lancaster Square, Lyneham
- 5. **Councillor Responsibilities** – To Review and update membership of Committees, Sub-committees, Working Groups and Representatives on Outside Bodies. Although the current list was approved at the Parish Council held on 12<sup>th</sup> November 2019, it has become necessary to add new Sub-committees and Working Groups as well as to increase membership of the Finance Committee.
  - 5.1 *Finance Committee* – In line with TORs to be approved below, there should be five members, to include the Chairman of the Council.
  - 5.1 *Human Resources Sub-committee* - To appoint members to the Human Resources Sub-committee as per Standing Order 19, Handling of Staff Matters. As it is a Sub-committee of the Finance Committee, members should be drawn from that Committee. In line with the TOR's to be approved below, there should be 3 members of this sub-committee. The Chairman of the Council cannot sit as a voting member.
  - 5.2 In addition, the following Working Groups need to be added and membership allocated:
    - 5.2.1 *Defibrillator Inspections Working Group* – To appoint three Councillors to this Working Group. To confirm Cllr Liam Broughton will inspect the

Bradenstoke Defibrillator when it is installed. To confirm Cllr Gayna Howarth will inspect both of the Lyneham Defibrillators.

5.2.2 *Flower Beds Working Group* - To appoint three Councillors to this Working Group.

5.2.3 *Open Spaces Working Group* - to appoint three Councillors to this Working Group.

6. **To receive reports from the following Working Groups:**

6.1 **Communications Working Group**

Domain, Web and Email Modernisation – update on progress.

6.2 **Policy Review Working Group**

6.2.1 To approve the following revised Policy documents:

- Code of Conduct
- Public Participation
- Press and Media
- Vexatious Requests and Complaints Policy
- ToRs Finance Committee
- ToRs Human Resources Sub-Committee

Councillors may consider, approve and vote on these documents ‘en bloc’ or one by one.

6.2.2 The following Statement, if approved, will be posted on the website. It will also be posted as a notice whenever the Parish Council meets.

- Zero Tolerance Statement

6.3 **Allotment Working Group** – A meeting was held with allotment holders on 22<sup>nd</sup> January. Feedback from that meeting is being discussed by the Working Group and will be actioned in the near future.

6.4 **Play Areas Working Group** – A weekly inspection regime has now been put in place and inspection reports are being produced. Councillor Liam Broughton asked for a report on the condition of the trees on the Dog Walking Field. Franklins Garden Services has inspected and confirmed the trees are in good condition.

6.5 **Highways and Maintenance Working Group** – Councillor Liam Broughton requested a discussion of the difficult access to the Bradenstoke Noticeboard to be included in this Agenda. Additionally, all of the Parish Council Noticeboards are in need of maintenance. The Working Group has met and raised these issues. There is a budget in the current financial year of £1000 for General Maintenance.

6.6 **Neighbourhood Development Planning Steering Group** - Update from the Chairman of the Steering Group

7. **Financial Reports**

7.1 Current Balances at the bank as at 31<sup>st</sup> January 2020 as follows:

Current Account – £38,335.66

Deposit Account - £61,925.27

7.2 To formally approve schedule of cheques for payment at this meeting, as per the schedule to be presented at the meeting.

7.3 Financial reports up to the end of December 2019 attached for noting and approval. **To follow.**

7.4 To approve a donation to Lyneham resident, Mr Ray Cole, in recognition of his work in maintaining parts of The Green and mowing the public footpath leading from The Green. Suggested donation is £30 in recompense for fuel for Mr Cole's mower.

7.5 **Year End Accounts for 2019/20 Financial Year** – To consider options, and associated costs, for producing Year End Accounts. See attached report from the Parish Clerk with attached quotes.

8. **Completion of External Audit for year ended 31<sup>st</sup> March 2019**

Report from PKF Littlejohn attached for noting, together with copy invoice for the Audit, additional fees and additional charges.

9. **Community Area Transport Group (CATG)**

9.1 Minutes of CATG meeting held on 18<sup>th</sup> December 2019 attached for information.

9.2 Wiltshire Council briefing note from May 2019 (just received) regarding reporting of Highway issues and requests for Traffic counts. For noting and future reference.

10. **Youth Work** provision update. See attached report from CMAS.

11. **Grant Applications** - To receive and decided upon a grant application from:

11.1 *Lyneham Village Hall*  
Application attached.

12. **2020 Best Kept Village Competition** - information attached.

13. **Councillor Observations and Items for the next Agenda**

14. **The next meeting** will be held on 10<sup>th</sup> March 2020 at St Michaels Church Hall, Lyneham.

15. **Exclusion of members of the Public and Press**

In accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

16. **2018/19 AGAR Objections reports**

This exempt session is to discuss two reports from the External Auditor relating to objections to the 2018/2019 Annual Governance & Accountability Return made by an elector, the additional costs of those objections, the circumstances surrounding the objections and how such costs and objections could be mitigated in the future. The External Auditor has stated that this must be discussed by Councillors and must be discussed in Confidential session.