

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

Minutes of Virtual Meeting held on 19th May 2020 at 8pm using Microsoft Teams video conferencing software.

Present: Cllr Frank Ball (Chairman), Cllr Keith Webster (Vice-chairman)

Cllrs: Liam Broughton, Tim Darch, Gayna Howarth, Carol Jenkins

NB: Cllr Gayna Howarth accessed the meeting by phone, being unable to access the video software. She was unable to view the proceedings but participated fully by audio only.

Parish Clerk: Mrs Ann Kingdon

3 members of the public viewed the meeting

Public Participation

- a) Wiltshire Councillor Allison Bucknell had submitted a written report, which is attached to and forms part of these Minutes. Cllr Bucknell added that the Bradenstoke Solar Park Benefit Fund had given a grant to Lyneham Village Hall to pay for urgent and essential repairs to the drainage system.
- b) A representative from MOD Lyneham had hoped to join the meeting but had not appeared.
- c) Comments from members of the public: Members of the public had been given the opportunity to ask questions by emailing the Parish Clerk but none had been received.
- d) The Chairman announced that he would lead the meeting as normal, however, Cllr Liam Broughton would be the producer for this virtual meeting and would control the Teams software.

NOTE FROM THE PARISH CLERK – The Minutes of Council meetings will be numbered continuously and consecutively from meeting to meeting, with a prefix to denote that it is a Council Minute and will include reference to the year in which the meeting took place, e.g. CM/20. Minutes of Committee and Sub-committee meetings will be numbered separately but consecutively with a prefix to denote which Committee or Sub-committee the Minutes refer to e.g. PC/20 Planning Committee, FM/20 Finance Committee. All references to papers attached to and forming part of the Minutes means that the paperwork is filed in the Minute Book with the Minutes. Such paperwork is also usually available on the website with the Agenda for future reference.

MINUTES

CM/20/1 – **Apologies** were received from Cllr Ant Jones (previous engagement) and Cllr Chris Moncrieffe (unwell). Cllr Rod Gill had left a message on Cllr Tim Darch's mobile phone to say he had been unable to access the meeting by video and would instead listen to the meeting as a member of the public. This was accepted as an apology for non-attendance at the meeting.

CM/20/2 – **Declarations of Interest** – There were none.

CM/20/3 – **Addendum to Standing Orders and Virtual Meetings Protocol** – These documents had been prepared to regulate Parish Council Virtual meetings during the Covid-19 restrictions and using Government and Wiltshire Association of Local Councils Guidance.

CM/20/3 (cont'd) The method of voting at virtual meetings is detailed at clause 4.6 of the Virtual Meetings Protocol as follows:

4.6 If a vote is required, those attending by either video or by dial-in, will be asked in turn to verbally confirm their vote, stating support, object or abstain. The Parish Clerk will record the vote for inspection until the Minutes of the meeting are physically signed.

It was proposed by Cllr Tim Darch and

UNANIMOUSLY RESOLVED that the Addendum to Standing Orders and Virtual Meetings Protocol be approved

CM/20/4 **Minutes of the meeting held on 10th March 2020** were approved and the vote recorded. These Minutes will be signed by the Chairman at the first physical meeting of the Parish Council.

CM/20/5 – **Deferral of Annual Parish Council Meeting for 2020** – The Coronavirus Regulations 2020 give the Parish Council the ability to decide to dispense with the Annual Parish Council meeting for 2020. A decision to do so means that the current post holders of Chairman, Vice Chairman, members of Committees, Sub-committees, Working Groups and Representatives on Outside Bodies would remain as current until May 2021. The Parish Council must decide whether it wishes to hold an Annual Parish Council meeting or not. The Annual Parish (residents) Meeting was due to be held on 14th April but had to be cancelled due to Coronavirus restrictions. It will not be possible to hold this meeting until restrictions are lifted fully. It was proposed by Cllr Frank Ball and

UNANIMOUSLY RESOLVED to defer the May 2020 Annual Parish Council meeting until May 2021.

CM/20/6 – **Planning Committee**. The Chairman asked Cllr Tim Darch, as Chair of the Planning Committee, to address the meeting on Planning matters. Cllr Darch read out the Planning Committee report, which is attached to and forms part of these Minutes.

CM/20/6.1 – **Land at Pound Farm – Application No 20/02387/OUT** – Cllr Tim Darch had prepared a written explanation of the process used to determine a response from the Parish Council on this application, which is attached to and forms part of these Minutes. This process was devised to enable the Parish Council to submit the Statement of Intent on the Application before the deadline for consultation expired. The paperwork arising from this process is attached to and forms part of these Minutes. The Chairman asked all Councillors whether anyone had any questions about the process or the Statement of Intent – there were none. It was then proposed by Cllr Tim Darch and

UNANIMOUSLY RESOLVED to approve the Statement of Intent to Object to Planning Application No 20/02387/OUT as the Parish Councils formal response to consultation on this Planning Application.

Cllr Tim Darch then informed members that this application was due to be heard by Wiltshire Council Strategic Planning Committee at a virtual meeting to be held on 27th May 2020.

CM/20/6.1(cont'd) Wiltshire Councillor Allison Bucknell confirmed that the Parish Council would automatically be allocated 4 minutes to speak at this meeting to state its objections. Cllr Tim Darch would contact all Councillors for approval of a suggested statement, based on the Objection submission, to be read out at the Strategic Planning Committee meeting on behalf of the Parish Council.

CM/20/6.2 – **Planning Application 85 Chippenham Road, 20/03690/FUL** – It was proposed by Cllr Tim Darch and

UNANIMOUSLY RESOLVED to support Planning Application No 20/03690/FUL

CM/20/6.3 – **Other Planning Matters** – the following Planning Applications had been received and decided under delegated authority by the Planning Committee:

20/03932/TPO – 2 Herbert Ludlow Gardens, Bradenstoke – 20% Crown Reduction to Beech Tree – **Support**

20/03954/TPO – 2 Herbert Ludlow Gardens, Bradenstoke – Reduce Lime Tree back to previous pruning points – **Support**

20/03380/CLE – Park Farm Bungalow, Barton Close, Bradenstoke. This is a Legal matter rather than a planning matter. As such the Parish Council will not be making any comments – **No comment**

CM/20/7 - **Policy Review Working Group** – The following Policy Documents were presented for consideration 'en bloc'. Cllr Tim Darch wished to make it clear that the Data Subject Access Request policy is exempt from Standing Order 7 (Previous Resolutions) as changes would be made to the legislation in the near future and the Policy would have to be amended to comply.

- Data Protection Policy
- Data Subject Access Request Policy
- Social Media Policy
- Financial Risk Assessment
- Play Area Risk Management
- Reserves Policy
- Asset Register

It was proposed by Cllr Tim Darch and

UNANIMOUSLY RESOLVED to approve the listed Policy documents

AND THAT the Data Subject Access Request Policy be exempted from Standing Order 7 in order that amendments may be made to the policy to comply with any new legislation.

CM20/8 – **Financial Reports**

CM/20/8.1 – Current balances at the bank as at 30th April 2020 were noted as follows:

Current Account £24,677.06

Deposit Account £78,615.00

The first half payment of the Precept, £24,352, was paid into the Current Account on 24th April by Wiltshire Council. £10,000 was transferred into the Deposit Account on 30th April 2020.

The VAT reclaim, amounting to £5,872.79, for the financial years 2018/19 and 2019/2020 had been received into the Councils bank account on 13th May 2020.

CM/20/8.1(cont'd) A further transfer of £10,000 was made from the Current Account to the Deposit Account on 18th May 2020. Notification had been received from HSBC that the interest rate on the Deposit Account would reduce to 0.01% with effect from 1st June 2020.

The Parish Clerk reported that the process of registering for Internet Banking has now been completed. The Parish Clerk has access to view the online bank statements and the ability to transfer funds between the two accounts. Other than that, the Parish Clerk has no access to Parish Council funds.

CM/20/8.2 – **Schedule of Cheques paid** – It was proposed by Cllr Frank Ball and
UNANIMOUSLY RESOLVED to approve the Schedules of cheques paid on 27th
March 2020, 22nd April 2020 and 15th May 2020

CM/20/8.3 – **Year End Accounts to 31st March 2020 and final 2019/2020 Internal Audit Report.** The Year end Accounts and Final 2019/2020 Internal Audit reports are attached to and form part of these Minutes. The Parish Clerk reported that the Internal Audit was completed remotely and that the External Audit paperwork is in the process of being prepared. The Parish Council is one of 5% of Parish Councils in England randomly selected for an Intermediate Audit. This means that additional paperwork has to be submitted for a more in depth External Audit than is normal. Therefore, the AGAR and all associated paperwork will be brought to the next Parish Council meeting on 9th June 2020 for approval. It was proposed by Cllr Frank Ball and

UNANIMOUSLY RESOLVED to approve the Year End accounts to 31st March 2020 together with the final 2019/2020 Internal Audit report.

CM/20/9 – **Grant application – Lyneham Village Hall** – It was pointed out by Cllr Liam Broughton that to approve this grant would take almost half of the annual budget for Grant applications for the current financial year, although it is a very worthy cause. Cllr Frank Ball indicated that, because his wife was the Treasurer for the Lyneham Village Hall Management Committee, he was aware that the grant was much needed due to the fact that major maintenance work is required to the building. At this point, Cllr Frank Ball declared an interest and said he would not vote on the proposal. Cllr Keith Webster also declared an interest and said he would not vote, by virtue of the fact that he is the Parish Council representative on the Lyneham Village Hall Management Committee. In answer to a question as to whether the meeting was still quorate for this vote the Parish Clerk confirmed it was, with four remaining members able to vote. It was proposed by Cllr Liam Broughton and

UNANIMOUSLY RESOLVED to approve a grant of £2,352.00 to Lyneham Village Hall Management Committee for payment of an invoice for a building survey for the Village Hall, under Local Government Act 1972 s133.

CM/20/10 – The Chairman announced that the next meeting of the Parish Council would be held on 9th June 2020 and would again be a virtual meeting, in accordance with current legislation.

There being no further business the Chairman closed the meeting at 8.50pm.