

LYNEHAM AND BRADENSTOKE PARISH COUNCIL



Clerk to Council: Elizabeth Martin

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>
Email: Parish.clerk@lynehamandbradenstoke-pc.gov.uk
Telephone: 01225 864240
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House
72 The Green
Poulshot
SN10 1RT

24th June 2021

To: **Members of Lyneham and Bradenstoke Parish Council**

Cc: Wiltshire Councillor for Lyneham

Dear Councillor,

You are summoned to attend the meeting of Lyneham and Bradenstoke Parish Council to be held on Tuesday 29th June 2021 at 7:00pm for purposes of transacting business as set out in the Agenda below.

The meeting will be held at Bushton Village Hall and REMOTELY (for non-Councillors and Public) using Microsoft Teams.

Due to the current COVID restrictions and the availability of space for the public the Council asks that non-Councillors, where possible, attend on-line.

COVID restrictions will be in place on the evening, your attendance at the Village Hall will require you to register with the Council for Track and Trace. To avoid capacity issues, you are asked to confirm your attendance with the Parish Clerk before the meeting. The Council will restrict attendance in accordance with COVID and Health and Safety guidelines.

For Members of the Public wishing to observe the meeting online they may do so at the following address

<https://bit.ly/2SpVhNr>

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting. The Wiltshire Councillor for Lyneham, the press and public are invited to attend.

A public participation section will precede the main Council meeting for up to fifteen minutes, three minutes per person. No decisions or arrangements will be made on items raised in this section unless the issue is listed on this Agenda. The main Council Meeting will commence following this session

Members of the public wishing to ask a question regarding an Agenda item are asked to submit it to the Parish Clerk at least 48 hours before the meeting by email to parish.clerk@lynehamandbradenstoke-pc.gov.uk

If the member of the public does not use email, then the question should be mailed to the Parish Clerk at the above address. The question will be read out at the meeting and, if possible, an answer will be given at the time. If that is not possible then a written reply, either email or post, will be given after the meeting.

This is normal procedure for regular meetings. All questions received will also be posted to the Parish Council website before the meeting commences. Website address - www.lynehamandbradenstoke-pc.gov.uk

Yours sincerely,
Elizabeth Martin
Parish Clerk



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PUBLIC PARTICIPATION

- a. Report from the Wiltshire Council Member for the Lyneham division
- b. Report from MOD Lyneham.
- c. Report from PCSO, Royal Wootton Bassett (RWB)
- d. Comments from members of the public to be considered by the Council regarding items on the Agenda.

AGENDA

- 1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial, or pecuniary interests pertaining to the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING**
To Confirm as a true record the minutes of the Parish Council meeting held on 19th May 2021.
- 4 TO RECEIVE AND SIGN THE DECLARATIONS OF OFFICE FOR ALL COUNCILLORS THAT REMAIN OUTSTANDING IN ACCORDANCE WITH RESOLUTION CM21/041**
- 5 CHAIR'S ANNOUNCEMENTS**
- 6 PLANNING**
 - a. To receive the Planning Report**
 - b. To consider the following planning requests: -**

<u>PL/2021/03813</u>	Update to application for 3 Herbert Ludlow Gardens Amended from "Pollard" to "Re-Pollard".
<u>Premise Licence</u>	85 Victoria Drive, Lyneham, SN15 4TE New Premises Licence Application

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7 TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**8 FINANCE MATTERS**

- a. To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044
- b. To Receive For Information, Disbursements Made Since The Last Meeting
- c. To Consider And Approve The Schedule Of Forthcoming Payments
- d. To Receive The Bank Reconciliations As Presented

9 TO RECEIVE THE INTERNAL AUDITORS REPORT**10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2021: GOVERNANCE STATEMENT**

- a. To Consider and Approve the AGAR Governance Statement Assertions
- b. To Consider and Approve the Annual Governance Statement for 2020/21

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

- a. To Receive the Accounting Report for 2020/21 from the Internal Auditor
- b. To Consider and Approve the Annual Accounting Statements for 2020/21

12 TO NOTE THE DATES FOR THE PUBLIC TO EXERCISE THEIR RIGHTS

To note the dates for the public to exercise their rights will be from Thursday 1st July to Tuesday 10th August 2021.



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13 TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING COMMITTEES

- a. Planning Committee (5 Members)**
- b. Finance Committee (4 Members)**
- c. Human Resources Committee (3 Members)**

14 TO CONSIDER AND APPROVE APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES

- a. Community Area Transport Group (CATG) (2 Members)**
- b. MoD Liaison (2 Members)**
- c. Lyneham Village Hall (Nominated Trustee) (1 Member)**
- d. Neighbourhood Planning Group (2 Members)**
- e. Royal Wootton Bassett and Cricklade Area Board (RWBC) (2 Members)**

15 TO CONSIDER AND APPROVE THE FOLLOWING WORKING GROUPS AND APPOINTMENTS TO THEM.

- a. Policy Working Group (3 or more Members)**
- b. Play Areas Working Group (2 or more Members)**
- c. Open Spaces Working Group (3 or more Members)**
- d. Defibrillator Inspection Working Group (2 or more Members)**
- e. Allotment Working Group (2 or more Members)**
- f. Flower Bed Working Group (3 or more Members)**
- g. Public Relations and Communications Working Group (3 or more Members)**
- h. Emergency Planning Working Group (3 or more Members)**
- i. War Memorial Working Group (2 or more Members)**
- j. Highways and Maintenance Working Group (3 or more Members)**
- k. SID Working Group (2 or more Members)**
- l. Young People and Families Working Group (3 or more Members)**

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16 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**17 TO CONSIDER ITEMS OF MAINTENANCE****a. Rat Issues For Houses Neighbouring Bradenstoke Allotments****18 KEY MESSAGES****19 NEXT MEETING**

To Note the next meeting of the Full Council, will be Tuesday 14th September 2021.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.