

**Clerk to Council: Elizabeth Martin**

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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council
held remotely using Microsoft Teams on Thursday 14th July 2020
commencing at 8:00pm.

MEMBERS PRESENT: Councillors Frank Ball [FB], Liam Broughton [LB], Tim Darch [TD], Rod Gill by phone [RG], Gayna Howarth [GH], Carol Jenkins [CJ], Antony Jones [AJ], Chris Moncrieffe by phone [CM] and Keith Webster [KW]

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

CHAIR: Frank Ball

APOLOGIES: None Received

CM20/029 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None received, all in attendance from 'roll call' by the Chairman

CM20/030 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
LB disclosed an interest in item 11. A dispensation to continue to listen to the meeting but remove himself from camera to continue to run the virtual meeting was granted.

CM20/031 **MINUTES OF THE PREVIOUS MEETING HELD ON 9TH JUNE 2020**
Proposed TD. Seconded FW. Passed AIF.
IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on June 9th, 2020 be accepted as written. (Minutes will be signed by the Chairman at the first physical meeting of the Parish Council)

CM20/032 **PLANNING COMMITTEE**
TD, as Chair of the Planning Committee, read out the Planning Committee report, which is attached to and forms part of these Minutes.
AB added information regarding Green Farm. It was confirmed that Wiltshire Council (Lee Burman) had received an appeal on this site. The Council is seeking further information on this appeal.



- CM20/033 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM20/034 **Neighbourhood Development Plan Steering Group**
 KW reported that the Committee has started the Regulation 14 Consultation. It was initially started with a social media soft launch. As of the 13th July the Committee can report 111 responses, 2 out of areas. There is good spread of location and demographics within the applications. The Consultees letters are getting ready to go out this w/c 13th July 2020. Leaflets are being printed and distribution areas have been allocated. The arc from Lancaster Square to Victoria Close will be allocated to Parish Councillors. Distribution will be carried out following COVID-19 guidelines and the completion of a Risk Assessment. The date has been extended to meet the 6-week consultation requirement. There are hard copies available if required. There is also a laminated copy available for viewing at the Garage at St Andrews Court and in Bradenstoke.
- CM20/035 **Flower Beds Working Group**
 GH extended a big thankyou to Sid Skull, Jenny and Hazel, Ann Hewitt, Alison Matthews and Barry Holeman for helping to plant and look after the flower beds in the village. All the Flower beds are now planted. The Council is still looking for someone to water the border on the main road by Melsome Road.
- CM20/036 **Allotment Working Group**
 GH reported that the Council has acquired a second water trough for the left-hand side of the allotments. They have also found a mains water supply that will allow the Council to turn off the water in order to undertake repairs on the first water trough. No date has been set for this repair.
- CM20/037 **Highways and Maintenance Working Group**
 CM reported that he had contacted DWG for an update on the quote that had been requested. This quote is required before seeking out two further quotes. CM will follow-up as the quote is past due
- CM20/038 **Holloway footpath project update**
 No report available
- CM20/039 **Open Spaces Working Group**
 TD read out the Open Spaces report, which is attached to and forms part of these Minutes.
- CM20/040 **FINANCIAL REPORTS**
 GH disclosed an interest in one of the cheques and refrained from participation of this agenda item.
 Proposed FB. Seconded TD. Passed.
 Current balances at the bank as of 14/07/2020 were noted as follows:
 Current Account £12,251.08
 Deposit Account £88,629.33

It was confirmed that the Council will receive a quarterly update on all the finances in September to include a midpoint review of the budget.

The schedule of cheques paid was read out to the Council and is attached to form part of these minutes.

The Council was reminded that the Cheque for £850 to Lemon Gazelle has been paid from a long-standing Grant that was specifically provided to Lyneham and Bradenstoke to work and complete the Neighbourhood Plan.

CM20/041

TO RECEIVE FOR INFORMATION THE CLERKS REPORT

EM informed the Council that her CiLCA (Certificate in Local Council Administration) begins in September.

EM has been in contact with Hazel Ross to agree dates that the Council could meet with the MoD. The MoD and the Council have agreed to meet and discuss community issues and joined up working solutions.

In March 2020 the Council had been approached by a family regarding a memorial bench for their son. This discussion had been postponed due to COVID-19. EM verified if the Council felt it was the right time to bring this project forward for review and finalisation. FB and KW confirmed that they believed the Council could now re-engage with the family to work toward a mutually agreed outcome. The information requested from March has now been answered and it was confirmed that in March the Council supported a concrete base.

Action: EM to contact the family to confirm the details, seek quotes for a concrete base, and bring forward to the September meeting as an agenda item.

EM was asked to look into HR services on behalf of the Council. EM identified three companies that can provide this service. EM asked the Council if they had any queries. None received.

CM20/042

TO RECEIVE FOR INFORMATION DISBURSEMENTS MADE SINCE THE LAST MEETING

No disbursements made

CM20/043

TO REVIEW AND AGREE THAT THE MOBILE PHONE BE REMOVED FROM THE PARISH CLERKS ELECTRONIC EQUIPMENT PACKAGE AND THAT THE VIRTUAL NUMBER REPLACE IT.

Proposed FB. Seconded GH. Passed.

IT WAS RESOLVED THAT the mobile phone be removed from the clerk's electronic equipment and a virtual phone number be used

- CM20/044 **TO DISCUSS THE REPLACEMENT SIGNS FOR ALLOTMENTS AND PLAY AREAS**
GH and TD will obtain a minimum of 3 quotes for the Council to review and purchase new signs for the Village. The Council needs to clearly identify what signs are needed to include extra parking signs for Lyneham and Bradenstoke dog walking field, the two play areas, both gates at the allotments and any other needed signage.
- CM20/045 **TO REVIEW AND APPROVE THE PAYROLL PROVIDER AND CONTRACT FOR THE CLERKS PAY**
Proposed TD. Seconded KW. Passed all in favour

LB disclosed at the beginning of the meeting that he has an interest in this motion. LB removed himself from the meeting and for this motion TAD took over the IT running of the meeting. It was resolved to defer this motion to the Finance Committee to meet and review information provided by the HR working group, a potential third quote and further information on the details of what each company would provide for the fee. The Finance Committee will hold a meeting date tbc to take a decision on this motion.

Action: Set up a meeting with the Finance Committee to with information from the HR Committee to complete this work before September.
- CM20/046 **PARISH COUNCIL BANKING ARRANGEMENTS**
- CM20/047 **TO REVIEW THE PARISH COUNCILS BANKING PROVIDER AND CONSIDER A CHANGE TO UNITY TRUST BANK. PARISH CLERK'S REPORT ATTACHED.**
Proposed FB. Seconded TD. Passed.

IT WAS RESOLVED THAT the Council's banking arrangements for the current and deposit accounts be moved from HSBC to Unity Trust Bank
- CM20/048 **TO ADOPT THE PROPOSED INTERNET BANKING POLICY**
Proposed TD. Seconded GH. Passed.

IT WAS RESOLVED THAT the attached internet banking policy be accepted
- CM20/049 **TO RECEIVE AN UPDATE ON PLAYGROUND MAINTENANCE**
The invoice for the contracted playground amendments has been received. Both TD and LB have been submitting a playground inspection report to ensure that all work has been completed. The Council identified that there is gate at Bradenstoke that is locked. The Council agreed to have the padlock removed by cutting it off. RG agreed to go up to the play area and remove the lock.

The Council identified additional site fencing repair at Pound Close.

RG was also asked to paint the goal posts in Pound Close.

TD reminded those Councillor's undertaking weekly inspections to download the RoSPA playground report and ensure that play areas are meeting compliance to this report. RoSPA will be coming out to do the annual inspection in the Autumn and the Council needs to ensure that it is meeting the standards laid out. Please see TD if a copy is needed to be forwarded.

- CM20/050 TO RECEIVE FOR INFORMATION THE FORMAL RISK ASSESSMENT FOR THE RE-OPENING OF THE PLAY AREAS.**
EM reported to the Council that a risk assessment had been carried out on both playparks for the intension of re-opening the parks on the 4th of July after the Government lifted restrictions on local play areas for COVID19. Signage was placed to advise the public to maintain proper hygiene, social distancing, population numbers to avoid overcrowding and other key points published in the Government information. All the equipment (e.g. swings) have been properly measured to ensure social distancing meets the Government requirement.
- CM20/051 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
AB sent an email asking for the view of the Council to make the area on Victoria Drive into a wildlife area. The Council has been asked to consider their views and bring those views forward to the September meeting. There may be queries over ownership and maintenance that will need to be addressed. The Council to look at overhead cables and posts. Legal Briefing 2020-2022 Legal Briefing note 2020-2024. Both Legal Briefings are on the website for review.
Action: EM to add the Victoria Drive discussion to the agenda for September
- CM20/052 TO CONSIDER ITEMS OF MAINTENANCE.**
TD asked that all decking made planters and pots are painted with proper preserve paint to make sure they are maintained for the year. KW mentioned the notice board by the Village Hall needs treatment for the year to preserve the wood. FB is going to treat the one by the Village Hall and the one by the public toilets in Lyneham and RD will treat the one in Bradenstoke.
The bus stop by the garage has a glass missing. Wiltshire Council has said they will not repair this, we need to do the repairs ourselves. AB confirmed that Wiltshire Council does not have the budget for general repairs, they will only repair for safety issues. Wiltshire Council is happy to support the repair but out of the local Parish Council budget. AB to ask if Wiltshire Council requires Lyneham and Bradenstoke to use a preferred company. FB will send AB an email of details on what needs to be repaired.
- CM20/053 KEY MESSAGES.**
If the public witness or is victim to any anti-social behaviour, please report this to the Wiltshire Police on 101. If the issue is minor the Police will use the information as intelligence gathering. If the issue is significant, they will respond accordingly. Please do not rely on social media as a way of reporting.
- CM20/054 NEXT MEETING.**
The next meeting will be held on Thursday 15th September 2020 at 8:00pm. Unless otherwise notified, this and all subsequent meetings will be 'virtual' meetings in accordance with the current legislation, up to and including 5th May 2021.

Summary of Public Participation Section

- A) Wiltshire Councillor, Allison Bucknell, has submitted a written report, which is attached to the and forms part of these Minutes. There are three other matters that have been brought to the meeting.
- It has been reported that there are new road markings in Bradenstoke. Members of the public were advised that these road markings are preparation for road works in Bradenstoke to commence in the Autumn with new road surfacing to be completed in 2021.
 - Lyneham “banks” are beginning to disappear again. AB has requested that Wiltshire Officers come out and provide a report on what can be done to repair.
 - Planning application for Argosy Road has now been circulated.
- B) Major Nick Nicholson, representing MoD Lyneham. Not in attendance as has now moved post. EM will be liaising with the MoD for the name of the new contact for Parish Council Meetings going forward.
- C) Comments from the members of the public: There were 5 queries sent into the Council for comment:
1. Does the Parish have an Emergency Plan in place? (answer by Cllr Tim Darch): The Council are consulting with various contacts, such as Public Health England, to bring the Plan up to date. The Emergency Plan currently does not have any information on “notifiable diseases”. Without amendments to the current plan the Councils insurance notified that any application or actions using the current policy could result in liability to the Council should anyone become infected with COVID19. The Council is now in contact with the appropriate agencies to seek guidance for amendments. The updates for the Emergency Plan will be guided by the Civil Contingencies Act 2004, Public Health Control of Diseases Act 1984, PHE and Wiltshire Council among others. Once this has been updated (next 3-4 weeks) the plan will go out to consultation across Lyneham and Bradenstoke. The Council remain hopeful that consultation will be around mid-August.
 2. I was wondering as a Parish Council could contact the MOD and Wiltshire Police regarding litter, vandalism. (See attached report)
 3. Bradenstoke dog field, sports field and parking.
 - a. Consider repairing the fence in the dog walking field.
The fence is currently being costed by the Parish Council.
 - b. Consider placing parking bollards up the lane to avoid anti-social parking in Bradenstoke.
The banks on the sides of the road do not belong to the Parish Council. They are owned by Wiltshire Council. L&B Parish Council will need to contact and discuss solutions with Wiltshire Council.
 - c. Consider the increase of “no parking” signs on the grass.
This has been investigated and is being costed.



- d. Consider enclosing the current fence with a secure fence to stop footballs from going over and into the road.
The Council is going to look into this and consider costings.
- e. Consider options of overall parking in the Village to include the bays by the Church.
The Parish Council has no authority over the roads or parking in Bradenstoke. This is down to Wiltshire Council. The Parish Council will open discussions with Wiltshire Council to consider mutual solutions for the community. The Parish Council also suggests that members of the public also write to Wiltshire Council.
- f. Would it be prudent for Lyneham to have its own dog park like Bradenstoke?
This will need to be taken forward for further discussion with the Council.

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

Signed frank ball

Date _____