

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

Minutes of the meeting held on 11th February 2020 at Bradenstoke Village Hall at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)
Cllrs: Liam Broughton, Tim Darch, Rod Gill, Carol Jenkins, Antony Jones,
Chris Moncrieffe

There were 5 members of the public present.

The Chairman opened by informing those present that the meeting was being recorded for the purpose of accurate Minutes. Notices had been placed at the entrance and on the front of the desk.

Public Participation

- a) Wiltshire Councillor Allison Bucknell reported as per her written report, a copy of which is attached to these Minutes.
- b) Amy Dallimore reported on behalf of MOD Lyneham. MOD Lyneham Community Centre is currently going through a period of renovation and this will change the open access hours. There will also be further developments, however more information will be provided when available. MOD Lyneham Community Committee are hosting a Bingo Night in St Michael's Church Hall on the 29th of February at 7pm.
- c) Tony Evans, Churchwarden for St Michaels Church spoke about a service in St Michaels Church on 15th May 2020 to commemorate 80 years of the RAF at Lyneham, the 30th anniversary of the installation of the stained glass windows in the Church and the 100th anniversary of the Memorial Hall and Garden. An invitation was extended to all Parish Councillors to attend this Church service at 3pm on 15th May 2020.
- d) Tony Evans then spoke about a grant received from the Heritage Lottery Fund to repair the roof of St Michaels Church. The grant funding was dependent upon increasing the footfall to the Church and an idea of a Heritage Lottery Trail had been conceived, to include the Memorial Garden and Hall and the REME Museum. No funding was being asked for but the Parish Council was requested to support this idea and to help advertise this Heritage Trail.

The numbering of these Minutes will follow the numbering on the Agenda for this meeting.

1. **Apologies for absence** were received from Cllr Gayna Howarth who was recovering from surgery.
2. **Declarations of Interest** – Cllr Ant Jones declared an interest in Agenda Item 4.1, specifically the planning application number 20/00748/FUL as this application was for his own property. He would leave the meeting whilst the planning application was discussed. Cllr Frank Ball (Chairman) and Cllr Carol Jenkins also declared an interest in this Agenda item, the former because his son lives next door and the latter because she lives within 200 metres of the property.
3. **Minutes** of the meeting held on 14th January 2020 were approved and signed by the Chairman.
4. **Planning Committee**

The report by the Planning Committee, which is attached to and forms part of these Minutes, was noted by members.

Planning Application 20/00995/TPO was discussed. Cllr Tim Darch, on behalf of the Planning Committee, explained that this was for a 15% crown reduction to 15 beech trees, similar work had been done previously, which was necessary for good tree management. It was AGREED to support this application. Cllr Tim Darch further explained that the work to reduce the crown by 15% had not been carried out and this was not a retrospective planning application. The trees have been cropped in the past and will, no doubt, be reduced again in the future.

Planning Application 20/00748/FUL Cllr Ant Jones left the meeting prior to this application being discussed. Cllr Tim Darch, on behalf of the Planning Committee, explained that this application for a two storey rear extension and front porch mirrored other extensions and porches to houses in the vicinity. It was AGREED to make no comment on this application.

5. Councillor Responsibilities

- 5.1 **Finance Committee** - In line with new Terms of Reference for this Committee it was necessary to increase membership to five Councillors from the current three. It was proposed by Cllr Keith Webster seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED THAT Cllr Tim Darch and Cllr Ant Jones be appointed to the Finance Committee.

Human Resources Sub-committee – As per Standing Order 19 it was necessary to appoint three members to such a Sub-committee to handle any staffing matters that may arise. It was proposed by Cllr Frank Ball, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED THAT Cllrs Ant Jones and Liam Broughton be appointed to the Human Resources Sub-committee and

Proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT Cllr Carol Jenkins be appointed to the Human Resources Sub-committee.

- 5.2 **New Working Groups** were necessary as follows:

- 5.2.1 *Defibrillator Inspections Working Group* – Cllr Gayna Howarth and Cllr Liam Broughton had volunteered to do the required fortnightly inspections of the defibrillators in Lyneham and Bradenstoke respectively. Cllr Frank Ball had volunteered to act as a backup in case of any planned or unplanned absences. It was proposed by Cllr Tim Darch, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED THAT Cllrs Gayna Howarth, Liam Broughton and Frank Ball be appointed to the Defibrillator Inspections Working Group.

- 5.2.2 *Flower Beds Working Group* – It was proposed by Cllr Tim Darch, seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED THAT Cllrs Gayna Howarth, Carol Jenkins and Rod Gill be appointed to the Flower Beds Working Group.

- 5.2.3 *Open Spaces Working Group* – It was proposed by Cllr Frank Ball, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT Cllrs Tim Darch, Rod Gill and Carol Jenkins be appointed to the Open Spaces Working Group.

6. Reports were received from the following Working Groups:

- 6.1 *Communications Working Group* – Cllr Tim Darch reported that registration of the new website was progressing well. It was anticipated to be ready for launch shortly and would run in parallel with the current one for about one month whilst serving notice with the current provider. Approval for the domain name is imminent and new email addresses would be set up once that approval was received.

6.2 Policy Review Working Group

6.2.1 The following revised policy documents were presented for consideration 'en bloc'.

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

It was proposed by Cllr Frank Ball, seconded by Cllr Liam Broughton and

UNANIMOUSLY RESOLVED THAT the revised Policy documents presented above be approved.

6.2.2 *Zero Tolerance Statement* – It was proposed by Cllr Tim Darch, seconded by Cllr Frank Ball and UNANIMOUSLY RESOLVED THAT the Zero Tolerance Statement be approved for display on the Parish Councils website and displayed at the venue whenever the Parish Council meets.

6.3 **Allotment Working Group** – A meeting had been held with Allotment tenants on 22nd January 2020. A variety of issues had been raised by the tenants and the Working Group was addressing these. Most of the rents had been paid but the Parish Clerk was chasing about six late payers. One particular issue raised was about allowing dogs on the Allotments. The Tenancy Agreement states that dogs are allowed but should be kept on a short lead and not allowed to roam. The preference of most tenants was that no dogs should be allowed on the site. This means that there will have to be a change in the Tenancy Agreement to clause 8 of the "Schedule – Regulations to be complied with by the Tenant". Any change to the tenancy agreement has to be notified to all tenants 12 months in advance of the change so this will have to be notified to tenants in October 2020 for a change to be made to the tenancy Agreement in October 2021.

6.4 Play Areas Working Group

6.4.1 A quote had been received from S J Aplin for repairs to both Pound Close and Bradenstoke Play Areas based on the RoSPA report. The total amount was £6971 for all the repairs noted in that report. As the cost was so high, the Parish Clerk was requested to obtain two more quotes for the work to bring to the March meeting for a decision.

6.4.2 A weekly inspection regime was now in place to comply with the Parish Council insurance requirements. Franklins Garden Services had completed the emergency tree felling at the Bradenstoke Playing Field adjacent to the Play Area. Franklins Garden Services had also inspected the rest of the trees in the Bradenstoke Playing Field, including those in the dog walking area, and had confirmed the trees were all in good condition.

6.5 **Highways and Maintenance Working Group** – Cllr Liam Broughton pointed out that the Parish Council Noticeboard in Bradenstoke was at the top of a small slope making it difficult for anyone to read what was displayed, especially those with mobility difficulties. A variety of solutions was discussed but it is not known who owns the land on which the Noticeboard stands. The Parish Clerk was asked to find out who owns the land on which the Noticeboard stands because any solutions will probably require soil to be dug out to level the surface on which it stands. All the Noticeboards require maintenance, especially the inside surface on which notices are pinned, which is difficult to push drawing pins into. Cllr Rod Gill would carry out the required maintenance and source a different inside surface.

6.6 **Neighbourhood Development Plan Steering Group** – The Group was still awaiting a decision from Wiltshire Council as to what surveys would be required. The Housing Needs

survey had been completed other than a summary about both villages. Cllr Keith Webster, Steering Group Chairman, had produced a Population Summary for approval by the Parish Council, which is attached to, and forms part of, these Minutes. It was proposed by Cllr Frank Ball, seconded by Cllr Chris Moncrieffe and

UNANIMOUSLY RESOLVED THAT the Lyneham and Bradenstoke Housing Needs Survey Population Summary be approved for inclusion in the final Housing Needs Survey document to be produced by Wiltshire Council.

7. Financial Reports

7.1 The following balances at the bank at 31st January 2020 were noted:

Current Account - £61,925.27

Deposit Account - £38,335.66

The Parish Clerk pointed out that the figures published in the Agenda were transposed between the two accounts. There was currently too much money in the Current account because it was taking the bank a long time to deal with the request for the Parish Clerk to be allowed to transfer funds between the two accounts. The Parish Clerk had spoken to the bank again last week and had been assured that the request was being dealt with and would be confirmed within the next ten days.

7.2 The schedule of cheques for payment was presented as follows:

CHEQUE PAYMENT SCHEDULE – ALL CHEQUES DATED 11.2.2020

Cheque No	Payee	Invoice No	Purpose	Amount £
100971	Lyneham Methodist Church	22 & 23	Hall Hire – LBPC & NDP	42.00
100972	CANCELLED	---	---	-----
10973	Lemon Gazelle	262 & 273	Neighbourhood Development	350.00
100974	E.ON	H180A73B82	Electric Toilets	42.43
100975	PKF Littlejohn LLP	SB20194729	External Audit	2028.00
100976	Franklins Garden Supplies	0030	Bradenstoke Tree felling	1350.00
100977	Rialtas Business Solutions Ltd	27539	Accounts software & 1 year support	777.84
100978	Schools-out Solutions Ltd	CT1268_LyneBP C_T	Play Equipment Training	440.00
100979	Bradenstoke Village Hall	BVH001	Hall Hire - allotments	10.50
100980	Castle Water	2436104	Water - toilets	16.23
100981	Mrs Ann Kingdon	3/2020	Salary & expenses	650.03
100982	Frank Ball	None	Play Eqpt Repair	55.54
TOTAL				5762.57

It was proposed by Cllr Keith Webster, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED THAT the cheques on the Schedule be approved for payment.

7.3 **Financial Reports to 31st January 2020**, which are attached to, and form part of these Minutes, were presented. The Parish Clerk explained that these reports gave the up to date financial situation and such reports would be presented at each Parish Council meeting. They would also be checked by a member of the Finance Committee on a monthly basis. The Parish

Clerk had input all expenditure and income from 1st April 2019 on to the recently purchased accounts software. There were three cheques over three months old and not presented to the bank, which were being chased with the payees at the moment. The financial reports were noted.

- 7.4 **Donation to Mr Ray Cole** – Mr Ray Cole is a resident living close by The Green, who regularly tidies up the area and keeps the stream clear of debris and flowing. Mr Cole also regularly mows the public footpath running around the back of The Green and Bakersfield. In recognition of the work that Mr Cole carries out as a volunteer it was proposed by Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT a donation of £35 be granted to Mr Ray Cole in recognition of his tireless volunteer work and as a contribution to the cost of fuel for his mower, to be taken from the Grants and Donations budget.

- 7.5 **Year End Accounts preparation for 2019/20 Financial Year** – The Parish Clerk's report was noted. The Chairman, Cllr Frank Ball, had negotiated a discounted price from RBS Rialtas of £275 plus VAT. It was proposed by Cllr Keith Webster, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT RBS Rialtas be appointed to carry out the Financial year end closedown for the Parish Council at a cost of £275 plus VAT to be taken from General Reserves.

8. **Completion of External Audit for Financial year ended 31st March 2019** – the External Auditor's (PKF Littlejohn) report, together with the invoice, was noted. Cllr Tim Darch questioned what the charge for "Additional fees" of £710 was for. The Parish Clerk informed members that this charge was for two separate objections, from the same elector, received by the External Auditor, together with "a very large number of emails" between PKF Littlejohn and the objector. The External Auditor is appointed by the National Audit Office and the contract states that any such objections must be dealt with by the senior auditor in charge of the Audit team, at a set fee of £355 per hour. Each objection had taken the senior auditor one hour to deal with and respond to the objector.
9. **Community Area Transport Group (CATG)**
- 9.1 The Minutes of the CATG meeting held on 18th December 2019 were noted, together with the information therein regarding updating the beacons at the pedestrian crossing outside the main entrance for MOD Lyneham.
- 9.2 Wiltshire Council Briefing Note – changes to submission of Highway improvement and Traffic survey requests. Noted.
10. **Youth Work provision.** The report from CMAS, attached to and forming part of these Minutes, regarding the October to December 2019 youth work sessions in Lyneham was noted. The Parish Council had previously resolved to support these sessions until the end of March 2020. Discussion took place around funding for continuing the sessions after that date. The Parish Council would have to fund any future sessions itself but could apply for grant funding from Wiltshire Council Area Board to support the work. The Parish Clerk was requested to obtain a copy of the current CMAS Contract and Terms & Conditions to bring to the next Parish Council meeting.
11. **Grant Application** from Lyneham Village Hall was discussed and the Chairman of the Management Committee confirmed the content of the application. The building survey would inform future maintenance plans and grant funding applications, the most important of which are the Village Hall roof replacement and the drainage survey. It was proposed by Cllr Frank Ball, seconded by Cllr Liam Broughton, and

UNANIMOUSLY RESOLVED THAT a grant of £800 be approved from the Grants and Donations budget.

12. **2020 Best Kept Village Competition** – The information was noted. Whilst the Parish Council would support any initiative to enter this competition it was felt that it should be led by a Community Group with Parish Council representation.
13. **Councillor Observations** – Cllr Liam Broughton reported a large pothole adjacent to the Bradenstoke Play Area access. Cllr Rod Gill said he would have a look at it.
14. The next meeting of the Parish Council would be held on 10th March 2020 at St Michaels Church Hall at 7pm.
15. **Exclusion of members of the Press and Public.**

IT WAS RESOLVED THAT 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.

MINUTES OF CONFIDENTIAL SESSION CONTINUE ON SEPARATE CONFIDENTIAL PAPERS

Signed Date
Chairman