

**Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 12th June 2018 in St Michaels Church Hall Lyneham.**

**Councillors Present**

Cllrs: G Jackson-Haines, L Thrussell, D Hewitt, J Wright, F Gomme & T Webb.  
Clerk to the meeting, E Martch-Harry

There were also 7 members of the public present

**Item 1 – To receive and accept apologies for absence**

1.1 Apologies received from Cllrs R Gill & D Kee

**Item 2 - Declaration of interests in items on the agenda.**

2.1 There were no declarations of interest.

**Item 3 - To confirm minutes of the Annual Parish Council Meeting held on Tuesday 8<sup>th</sup> May 2018**

3.1 Minutes from the Annual Parish Council meeting dated Tuesday 8<sup>th</sup> May 2018 were approved as correct by all members present and signed by the Chairman.

**Item 4 - To receive the Clerk's report previously circulated to members.**

- Attended and wrote May parish council annual meeting minutes and May annual meeting minutes.
- Organised June parish council meeting agenda
- Used monthly payroll and rti.
- Sent finance documents to external auditor.
- Scanned finance documents for the website for the public to see.
- Uploaded documents explaining the public's right of access to the end of year finance documents.
- Received weekly bulletins for planning applications which were sent on to councillors.
- Responded to emails from the public.
- Organised tree branch and brambles removal over private property.
- Organised cheques and invoices and posted payments.
- Worked with Lemon Gazelle & steering group to promote Neighbourhood plan survey to local community, through website, posters, etc. Monitored response rate.
- Printed and sent out paper copies of Neighbourhood Plan survey to public when requested. Returned them to Lemon Gazelle so they can collate evidence.
- Sent documents to Cllr to keep website up to date.
- Wrote draft document of the co-option of councillors procedure policy.
- Contacted allotment holders over contracts and fees
- Contacted stonemasons to look at memorial on the green.

**Item 5 - Update on Village Signage**

5.1 Cllr Geoff Jackson-Haines has not received the quote back from Wiltshire Council yet. It has been 4 months. The quote is to replace the signs at Lyneham and to have new signs for Bradenstoke.

**Item 6 - Update on Stone RAF memorial on the green**

6.1 Clerk has contacted the company that made the stone memorial. They are going to visit the stone and report back to the clerk about the damage and what they think has caused it.

**Item 7 - 1914 to 1918 WW1 Commemoration, update on memorial.**

Cllr Geoff Jackson-Haines has the weight and measurements and the address to collect it from. He will be contacting the Chief of staffs on MOD Lyneham shortly. He has arranged a meeting with the Rev Selby Boothroyd to ascertain and negotiate a location. If we receive the memorial early then Cllr Tim Webb will store it. It is a community decision where it goes.

**Item 8 - To receive an update from the Working Groups.**

**8.1 Update on The Allotments:** Cllrs Dave Kee & Lynn Thrussell have been and inspected the site. The parish council site is being tidied up. It is a clearing station for water butts and flowers pots but rubbish from other plots are being dumped on it. Dave is concerned by some of the weeds and is investigating whether it is Japanese knotweed.

**8.2 Update on The CATG:** Signs have gone up and road markings in place at Dauntsey banks.

**8.3 Update on the Maintenance Group:**

8.3.1 Cllr Lynn Thrussell has looked into public toilets and upkeep as discussed in last months meeting. Cllr Rod Gill and Mark Thrussell have offered to paint and repair them instead of a contractor. They will need up to £200.00 for paint and other equipment. All councillors agree for this to be done.

8.3.2 The public toilets also need 2 hand dryers in the disabled and mens toilets. Two dryers to be priced and the cost of a professional to fit them for the next meeting.

8.3.3 All the flower beds have been planted except the Tyres and Melsome road. Lynn has weeded them all and been busy planting. Dave will water them with his large containers. He has more plants that he has been growing over the winter. The colour scheme this year is red, white and blue to celebrate RAF anniversary.

Cllr Darren Hewitt said that issues had come up on Facebook about the Tyres. He advised them to come to the meeting to discuss it further. Lynn said they were put there for Britain in Bloom and reflected the tractors and farming in the parish.

8.3.4 Thank you to Cllr Lynn Thrussell for all her time and completing the Parish Magazine. They have all been delivered. Thank you to the volunteers that delivered them. Print is not as good as previous times.

Apology to Philip Burchill for the mistake on the Parish magazine. There is not a defibrillator at Lillybrook.

8.3.5 Parish Steward is still doing pot holing. He has used weed killer on the pavements around Lyneham. He has cleaned the bus shelters.

8.3.6 Play Parks. Lynn has asked Sovereign to quote for maintenance on both the parks. The matting is coming up and is a trip hazard. Change type of flooring to more durable and hard wearing. Also change chippings at Pound Close. She will bring quote to next meeting to discuss further.

**8.4 Update on the Highways Group:** Pot holes were worse but they had all been reported.

Clerk asked to investigate and get quotes for repairing the pavement outside the Co-op.

## **Item 9 - Finance**

9.1 Account Balances inclusive of all cheques written and deposits made –

Current Account £61,557.06

Deposit Account £38,220.20

Cheque Number	Payee	Amount
786	Colour Studios Ltd, RAF Anniversary banners	£186.00
787	Stationary, printing ink & stamps	£25.46
788	Castle Water – public toilets	£15.74
789	Piggies; Food for RAF celebration day	£551.21
790	RKM Construction – public toilets	£1,825.00
791	Kevin Iles House & Garden services – grass cutting	£920.00
792	J. Jackson-Haines refreshments RAF day	£73.04
793	Clerk salary - May	£619.74
794	Clerk phone Mar-May	£46.08
	Money Received	
	Parish Council Precept	£23,471.50
	Allotment rents	£36.00

9.2. To agree payments in accordance with the budget as listed and previously circulated to members.

Proposed: Cllr Darren Hewitt, Seconded: Cllr Tim Webb

## **Item 10 - Planning**

10.1 **18/04250/FUL** – Demolition of existing dwelling and erection of replacement dwelling associated with the hatchery. Lyneham Farm, Hilmarton Road, Lyneham SN11 9JB No objections

10.2 **18/04339/FUL** - Single storey side extension.

23 Webbs Court Lyneham Chippenham Wiltshire SN15 4TR

No Objections

## **Item 11 - To discuss new national salary award for parish clerks, documents circulated previously.**

11.1 After a long period of discussion the National Joint Council for Local Government Services has reached agreement on new pay scales for 2018-2019 to be implemented from 1<sup>st</sup> April 2018. The clerk is currently on LC1 SCP 18 and has been given a small raise.

**Item 12 - Neighbourhood Plan Survey update**

12.1 Lemon Gazelle have sent the clerk the results of the community survey which will be sent to all the neighbourhood plan steering group members.

12.2 Clerk reads Summary from report which says that 366 residents responded with 2000 individual long answer comments. Whilst some residents are resistant to development, others believe some growth is necessary to maintain a vibrant community. Requests for medical, leisure and recreational provision in particular for young people. Green spaces are highly valued by residents.

12.3 Geoff said that he is working with Wiltshire Council on 'Connecting youth project' and wants to get youth's opinion on what they want in the parish.

**Item – 13 To approve the Co-option Procedure Policy for the council previously circulated.**

13.1 Clerk has researched lots of other parish council policies and has made this bespoke for Lyneham and Bradenstoke. Policy to go on website.

Proposed: Lynn Thrussell Seconded: Fred Gomme

**Item – 14 Dementia Training update.**

14.1 Cllr Lynn Thrussell did Dementia training course. It was a virtual tour and was excellent. Lynn recommends everyone to do it as it was an invaluable experience. Very relevant and important for the parish. It enabled her to understand what the person was going through, recognize symptoms and problems and how she could help. Could the whole parish become Dementia friendly like Purton?

14.2 Course costs £900 plus VAT and is for 36 people.

14.3 Businesses in village to be contacted to see if they could contribute and have their staff trained.

14.4 Put details on website and see what interest there is from the community.

**Item 15 - Army Welfare Service in partnership with Fun in the Sun would like to use Slessor Park in order to provide sports in August.**

15.1 Parish Council supports activities as it is a benefit to the community.

**Item 16 - Grant Applications to the council – reminder to be sent by the end of the month.**

16.1 Put on website to remind community of this opportunity.

**Item 17 - Exchange of Information - To receive and discuss items from Councillors for consideration on the next Agenda.**

17.1 Public toilets to be painted and prices of hand dryers for next meeting.

17.2 Look into contacting youth to improve facilities for them.

17.3 GDPR; the Clerk has been notified that she is not allowed to be the Data Protection Officer. SLCC currently reviewing the situation.

17.4 Thank you to Kevin Franklin for helping a member of the parish with a tree issue. He did above and beyond what was expected and did not charge the parish council. He now is undertaking the Tree survey for the council.

17.5 Chairman Geoff Jackson-Haines has been asked to take on more responsibility at his workplace. This will take more of his time which he normally gives to the parish council. He requests that other councillors take on some of his parish council workload temporarily.

17.6 There has been requests for Lyneham and Bradenstoke to become 2 separate parish councils. Geoff has had an initial discussion with Wiltshire Council to ascertain the correct procedure to go forward.

**Item 18 - Date of the Next Meeting.**

18.1 The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 10<sup>th</sup> July 2018 in the St Michaels Church Hall, Lyneham starting at 7.00pm.

Signed .....  
Chairman

Date .....