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PARISH COUNCIL MEETING MINUTES

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Bradenstoke Village Hall on Tuesday 12th March 2024 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Barnard [SB], Shendie Green [SG], Rod Gill [RG1]

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

CHAIR: Frank Ball [FB]

APOLOGIES: John Williams [JW]

ABSENT: Ron Glover [RG2], David Leuty [DL]

Meeting Commenced: 19:25

CM23/412 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr. John Williams.

Proposed FB. Seconded SG. Agreed.

IT WAS RESOLVED THAT The Absence Of Cllr John Williams Be Approved.

CM23/413 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None

CM23/414 **MINUTES OF THE PREVIOUS MEETING, 13TH FEBRUARY 2024**

Proposed SB. Seconded FB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 13th February 2024 Be Accepted As Written.

CM23/415 **CHAIRS ANNOUNCEMENTS**

None

CM23/416 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

- Received bus stop maintenance approval
- Reviewing land deeds for driveway issues



- Still working on acquiring the metal pole for the SID machine in Bradenstoke.
- The Clerk continues to work on D2 Land at Pound Farm with Developers and Council’s Solicitors. Also discussing the CIL funding with Wiltshire Council and agreeing next steps for the Council to consider.
- The Council is reviewing the website for updates on non-Council items.
- The Parish Clerk will be focusing on completing all required information for the internal audit in preparation to hand over the books to the auditor at the end of April.
- The Year-end account shut down is formally scheduled for the 19th April 2024 with Rialtas.
- The Council is still working to get the licence in place with Wiltshire for a small area of grass cutting in Bradenstoke by the notice board to be managed by the Parish Council. License has been sent to Wiltshire Council.
- Wiltshire Council has now agreed to grant the Parish Council permissions to clean and maintain various bus shelters in Lyneham and Bradenstoke.
- The Parish Clerk will be reviewing various documents regarding potential issues of encroachment on the Village Green.

CM23/417 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Reviewed and attached as part of the minutes.

CM23/418 **PLANNING**

CM23/419 **To Consider The Following Planning Requests**
No applications for consideration

CM23/420 **TO REVIEW THE FOLLOWING FOOTPATH DIVERSION: -**

Proposal

To divert LYNE30 from point A to point B shown with a bold continuous line a distance of approximately 48 metres with no recorded width, to a route from A to C shown with a dashed line a distance of approximately 37 metres with a recorded width of 2 metres.

Site Address

Footpath 30 (part) (LYNE30)



Outcome

The Parish Council strongly objects to this proposal. A letter of objection will be submitted to Wiltshire Council.

- CM23/421 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/422 **Allotment Working Group**
- CM23/423 **To Receive And Discuss The Update And Next Steps On The Local Flooding In Bradenstoke**
 Proposed SB. Seconded SG. Agreed.
IT WAS RESOLVED THAT Lillybrook Will Carry Out All Groundworks At Their Expense, The Parish Council Will Purchase The Pipe At A Cost Of £326.52 Inc VAT.
- CM23/424 **To Consider And Agree Tree Work At Bradenstoke Allotments**
 Proposed SB. Seconded FB. Agreed.
IT WAS RESOLVED THAT The Tree Work In The Bradenstoke Allotments Be Agreed, And Tree Stump Removal On Lyneham Green Be Completed At A Cost Of £3900 Inc VAT.
- CM23/425 **Open Spaces & Play Areas Working Group**
- CM23/426 **To Receive And Discuss Next Steps For The Recent Fly Tipping Behind The Spice Of Asia**
 The Council reviewed photographs and discussed the issues of continued fly tipping and acknowledging that similar items were found fly tipped two months ago and were removed by the adjoining property. The Council has agreed to draft a letter to the adjoining business to Lyneham House, report the fly tipping to the police, Wiltshire Council, and the Environmental Agency as a matter of priority. The Parish Council recognises with thanks to the residents of Lyneham House who have continued to try to keep the ditches free of debris at their own cost to aid in the inclement amount of rain Wiltshire has received this year.
Action: EM to draft a letter for the Council.
- CM23/427 **To Consider & Agree To Purchase Additional Seating To Be Placed On The Green In Lyneham To Encourage The Local Residents To “Walk And Talk” (Requested By Villagers)**
 The Council agreed to this request in principle pending a walk around the Village to agree location and appropriate costings for the project to be brought back to the Council for review. **Action** SG to organise a Village walk around to agree location and EM to start enquiries on costs for the project.



- CM23/428 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
 SG and RG2 attended the March meeting. See Supporting Documents.
 The Next meeting is on the 12th April 2024.
- CM23/429 **Royal Wootton Bassett & Cricklade Area Board Update**
 Next Meeting: 26th March 2024, Clyffe Pypard and Bushton Village Hall, Bushton, Swindon, SN4 7PX, 18:30
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
 It was confirmed that SG will be attending the next meeting in March 2024 in Lyneham where road and highways will be a main topic of discussion.
- CM23/430 **Public Relations and Communications Working Group**
 SB suggested that the Council look at summarising works done with photos for the public to be aware of the Councils activities and to show where the money is being spent and planned to be spent over the year with the Council. SB has circulated a document outlining accomplished items to date and has asked for this to be updated.
- CM23/431 **Parish Steward**
 The Parish Council discussed the alignment of the work that the Parish Steward and the Parish Handyman would be asked to undertake. It was decided that SG would be the main contact for the Council.
 Any issues may continue to be reported on the Mywiltsapp
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/432 **Defibrillator Working Group**
 SG and EM met on 24th of January 2024. Action points from that meeting are being brought forward and a formal report will be provided to the Council.
- CM23/433 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
 The Next meeting is scheduled for 18th May 2024. The Parish Council has been asked to prioritise any projects and submit to the LHFIG by 8th May 2024 so that all works for the next Council year will be reviewed by Wiltshire Council.
- CM23/434 **To Note The Major Maintenance (Surfacing) Plan For The RWB And Cricklade Area, Covering The Period 2024/25 – 2029/30**
 Maintenance Notice Noted.



CM23/435 **To Discuss And Agree To Ask Wiltshire Council For A Safety Review Of The Roundabout At Preston Lane**
 The Council Agreed To Ask Wiltshire Council For A Safety Review Of The Roundabout At Preston Lane. Action EM To Contact Wiltshire Council

CM23/436 **To Discuss And Agree The Application To LHFIG For A Pedestrian Crossing At The Zebra Crossing At The Camp Entrance**
 Proposed SB. Seconded FB. Agreed.
IT WAS RESOLVED THAT The Parish Council Will Complete An LHFIG Request For A Pedestrian Crossing at The Zebra Crossing At The Camp Entrance.

CM23/437 **TO RECEIVE AN UPDATE ON VOLUNTEER WORK IN THE COMMUNITY**
 The Council discussed local volunteer opportunities. SG to follow up on the information discussed and bring back information to the next meeting.

CM23/438 **FINANCE MATTERS**

CM23/439 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
 None

CM23/440 **To Receive For Information, Disbursements Made Since The Last Meeting**
 Disbursements received as presented and will be attached as part of the minutes.

CM23/441 **To Consider And Approve The Schedule Of Forthcoming Payments**
 Proposed SB. Seconded FB.
IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.

CM23/442 **To Receive The Bank Reconciliations As Presented**
 Reconciliations received.

CM23/443 **TO CONSIDER AND AGREE THE COUNCILS RISK ASSESSMENT**
 Proposed SB. Seconded SG.
IT WAS RESOLVED THAT The Councils Risk Assessment Be Accepted As Presented.

CM23/444 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
 Letter received regarding the Lyneham Banks Update.



- CM23/445 **TO CONSIDER ITEMS OF MAINTENANCE**
 The bollard at the Bradenstoke play area is not functioning. **Action: EM to ask KI to quote for the work.**
 The ditch on the Calne Road still needs to be dug out. **Action: EM to write to KI to follow up on the quote for the work.**
 Ditch on the Green needs clearing out. **Action: EM to write to KI to follow up on the quote for the work.**
 The brush and garden waste from the Village Green needs clearing and the Council would like to look at the creating of a dead hedge to aid in a wildlife diversity programme. **Action: EM to write to KI to follow up on the quote for the work.**
 RG1 has offered to replace the bent fencing bar across from Piggy's. The Council agreed and thanked RG1 for his help. **Action: EM to write to RG1 for clarity on the quote for the work.**

- CM23/446 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**
- The Parish Council has planted 8 new trees in Lyneham and 40 new trees in Bradenstoke to replace trees that have died or been removed.
 - The Wildflower area has been fenced in Bradenstoke.
 - The Parish Council has welcomed a new handyman to work within both Lyneham and Bradenstoke. He will be doing work weekly. If members of the public have an item that requires attention, please contact the Parish Clerk at: Parish.Clerk@lynehamandbradenstoke-pc.gov.uk
 - Costs for updating specific planters for the villages are being sought.
 - The fence by the public toilets will be repaired.
 - The wood for the public toilet flower beds requires fresh paint.
 - The Council will be seeking costs and design for a dead hedge to be placed on the Green to encourage wildlife diversity.
 - The Green will be tidied up from numerous fallen branches.
 - The bus stops will be cleaned, and needed repairs priced for the Council to agree.

- CM23/447 **NEXT MEETING**
 The next Full Parish Council meeting will be held on Tuesday 9th April 2024 at 7pm, at Bradenstoke Village Hall.

Meeting closed 20:25



CM23/448 **IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**

Proposed SB. Seconded SG. Agreed.

IT WAS RESOLVED THAT In View Of The Confidentiality Of The Following Items, That The Press And Public Be Excluded From The Meeting In Accordance With The Public Bodies (Admission To Meetings) Act 1960, In Order To Discuss The Items In Accordance With Standing Order 3(D)

CM23/449 **TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

The Council met in conference to discuss correspondence received from the Councils Solicitor and agree a formal response.

All Council Solicitors queries put forward were discussed with a proper Council response to be drafted by EM.

Items regarding access still being reviewed.

No updates on the Section 38 due to a backlog with the Secretary of State. Most items are now on hold pending the S38 decision.

Action: EM to research having the area fenced as part of the contract.

CM23/450 **TO RECEIVE AN UPDATE ON THE D2 LAND AT POUND FARM**

D2 Land at Pound Close: Solicitors are engaged and communicating with the developer. EM is also discussing with Wiltshire Council.

Items to be considered in the future, should a defibrillator be installed at the site. The developer could be asked to fund an electrical and/or water connection to the site. No changes.

Clarity of who will fence the area to be determined. Still under discussion.

Legal costs are being queried.

Two Councillors will need to be selected to sign the contracts.

EM confirmed that the Council intends to take ownership of the D2 Land and will require access from Pound Farm estate. The Council will then be able to access the existing Pound Close play area from this access.

Meeting Ended: 20:43



Summary of Public Participation Section

Parish Council Chairman, Cllr. Frank Ball opened the meeting and invited participation from the public.

Report from Wiltshire Council

Report attached to these minutes.

MOD Lyneham Report

The Council welcomed a new MOD representative Lt Col Billy Jordan. The MOD also notified the Council of another appointee Col Tim Gillies. The MOD is undergoing demolition and construction toward the Bradenstoke area. The noise is being monitored, and work is being done in “friendly” hours of the day. The work will continue in the near future as other buildings on the site are being demolished to bring the land back to a suitable environmental standard. There is more infrastructure work planned going forward. Number four school RAF has now moved to Lyneham from St Athen. Their Headquarters component has already moved, and the main body will be moving to the site up to mid 2025 thus increasing the construction and traffic to the site going forward.

The MOD are reviewing the recent request surrounding the Swales, the Solar Farm, and the access to the boundary of the MOD to address the re-attachment of the ditch to the Lillybrook at the join of the MOD to the allotments. SB to meet and discuss options to move the project forward with the MOD.

The Land Warfare Centre has changed some policies on how the troops are trained on site. There will be a more militaristic training element on site along with the recognised technical element of training present now. There is likely to be additional exercises taking place toward the Bradenstoke side of the site which could entail blank firing during the day. The MOD will stay engaged with the local community as information becomes available. Noise levels will remain closely monitored.

MOD Lyneham is currently under additional interest from wider MOD establishments and organisations to use the estate for other training serials in-line with national security events now and secondly storage.

The MOD are attempting to curtail the traffic as much as possible at the inlet of the MOD. Several contractors are arriving on site to obtain passes to the site and the normal inflow of work traffic may be backed up on the 3102 does get congested. The MOD is attempting to stagger the contractor traffic and reviewing the opening of an additional site. The MOD provided apologies for any inconvenience caused to the public whilst a solution is being sought.



The following queries were put to the MOD from members of the public:
The lights on the Calne Road toward Melsome Rd. The MOD were firstly asked to report these to the Council to seek repair. The request for work is now shown closed on the Wiltshire app. The lights are behind the line and not for Wiltshire to solution. The MOD is looking into the solution for this.

There are brambles coming over the fence between St Michaels Church and number forty-seven off Calne Road. They are at eye hight that are looking to root. MOD to speak to the grounds team to have them removed from the MOD side of the fencing.

PCSO

Apologies for attendance provided, the Police and Crime Commissioner report from Phillip Wilkinson attached dated 16 February 2024 as part of these minute.

Other Public Items Discussed.

No comments

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

Signed *F Ball*

Date *04/09/2024*

SIGNATURE CERTIFICATE



REFERENCE NUMBER

B71F1889-BEB5-4CE7-B41F-FC48155971C5

TRANSACTION DETAILS

Reference Number

B71F1889-BEB5-4CE7-B41F-FC48155971C5

Transaction Type

Signature Request

Sent At

04/08/2024 19:12 EDT

Executed At

04/09/2024 05:43 EDT

Identity Method

email

Distribution Method

email

Signed Checksum

49d373a56389a5a786a8417ee54da6df05f98848949dc11a650d71dc5bffd09

Signer Sequencing

Disabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

LBPC FINAL Mins 12-03-24

Filename

LBPC_FINAL_Mins_12-03-24.pdf

Pages

9 pages

Content Type

application/pdf


File Size

232 KB

Original Checksum

311f57adae8aa8b0625de1f8ff57d8818c72b3e3e5132cdfbfbab1f3ab6cd8

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Frank Ball</p> <p>Email frank.ball@lynehamandbradenstoke-pc.gov.uk</p> <p>Components 11</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 211ff3e32ddc587b07bf905adac36d15179d2d47b3011a017e88ca07aac0dd01</p> <p>IP Address 2.103.144.125</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID EAAA1D44</p>	<p>Viewed At 04/09/2024 05:41 EDT</p> <p>Identity Authenticated At 04/09/2024 05:43 EDT</p> <p>Signed At 04/09/2024 05:43 EDT</p>

AUDITS

TIMESTAMP	AUDIT
04/08/2024 19:12 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_12-03-24.pdf' on Chrome via Mac from 217.32.112.106.
04/08/2024 19:14 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
04/09/2024 05:41 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 2.103.144.125.
04/09/2024 05:41 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 2.103.144.125.
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