



**Clerk to Council: Elizabeth Martin**

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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 13<sup>th</sup> February 2024 commencing at 7:00pm.

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**MEMBERS PRESENT:** Frank Ball [FB], Stuart Barnard [SB] (except CM23/393), David Leuty [DL], Shendie Green [SG] (to CM23/393), Ron Glover [RG2], Rod Gill [RG1]

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

**CHAIR:** Frank Ball [FB]

**APOLOGIES:** John Williams [JW]

**ABSENT:** None

Meeting Commenced: 19:10

**CM23/371 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Cllrs. John Williams.

Proposed SB. Seconded SG. Agreed.

**IT WAS RESOLVED THAT The Apologies Received From John Williams Be Accepted.**

**CM23/372 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None

**CM23/373 MINUTES OF THE PREVIOUS MEETING, 16<sup>TH</sup> JANUARY 2024**

Proposed SB. Seconded SG. Agreed.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 16<sup>th</sup> January 2024 Be Accepted As Written.**

**CM23/374 CHAIRS ANNOUNCEMENTS**

None

**CM23/375 TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

Working through maintenance list.



Working on D2 Land at Pound Farm with Developers and Council's Solicitors. Also discussing the CIL funding with Wiltshire Council.

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 March.

CM23/376

**TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**

- Bollards at the dog park are missing. One has been found; the others are missing. To be replaced if not found soon.
- Calne Road brambles issue has been forwarded to MOD.
- Quote requested for tree stump grinding.
- State of Clack Hill roads. **Action:** EM reported to Highways, see also Cllr Bucknell's report.
- Post for Bradenstoke SID. EM has the specification and the name of company to quote for the work. Has emailed 3 times to get price and confirmation. Waiting on response.
- There are some outstanding maintenance items for the toilets. To be covered later in agenda.
- Noticeboard updates - To be discussed later in the agenda.
- Lyneham and Bradenstoke bus shelters require cleaning. **Action:** EM to get quotes for cleaning. EM has requested a license to manage this from Wiltshire Council. Awaiting a response. There is backlog at WC. Cllr Bucknell will help chase.
- Signage for Pound Close Play Park – EM needs feedback on where this needs to be located and what Council would like on it. FB will take some photos and send to EM.
- Trees at Bradenstoke Play Park need to be reviewed as several have died. To be discussed later in the agenda.
- Trees at the allotments in Bradenstoke, contractor has reviewed but some require a tree surgeon. Tree surgeon will be coming out shortly to review.
- EM has reviewed Defibs with SG and is working through the action points on items needed.
- The Dog Park Sign has been damaged and requires replacement. **Action:** EM to contact Highways to discuss replacement and original location.
- The “niggle list” sent in by a parishioner will be partitioned up between the handyman and the Parish Steward as appropriate.



Completed Items:

- Rubbish Bin has been reinstalled/reinstated.
- Woodchips for the entry of the dog park. Now completed.
- A tree in the dog park has a fallen branch – Completed.
- Hedges at the children’s play area are encroaching onto the road and need to be cut back. Now completed.
- Strimming of the ditches – marked completed as water is now flowing freely.

CM23/377 **PLANNING**

CM23/378 **To Consider The Following Planning Requests**  
No applications for consideration

CM23/379 **TREE REPLENISHMENT**

CM23/380 **To Consider And Approve The Proposed Planting Plan**  
Proposed FB. Seconded SB. Agreed.

**IT WAS RESOLVED THAT The Proposed Planning Plan Be Accepted As Proposed.**

CM23/381 **To Consider And Approve The Quotation From British Hardwood Nursery and Trees Direct For £1825.05**  
Proposed FB. Seconded SB. Agreed.

**IT WAS RESOLVED THAT The Quotation Of £1825 (Inc VAT) Be Accepted Covering Both the Tress (from Trees Direct) And The Stakes etc (from BHN). Additionally, £300 Will Be Allocated For Planting. Project To Be Funded From CIL Funds.**

CM23/382 **TO RECEIVE AND DISCUSS NEXT STEPS FOR THE PUBLIC TOILET REFURBISHMENT IN LYNEHAM**  
Three companies have reviewed. Recommendation is to reduce to one cubicle, look at replacing tiles with pvc covering. More work is needed to complete the reviews.

CM23/383 **NOTICE BOARDS LYNEHAM AND BRADENSTOKE**

CM23/384 **To Receive And Agree Quotes Received For The Replacement Of Four Notice Boards In Lyneham And Bradenstoke**  
Proposed SB. Seconded FB. Agreed.

Quotes received on standard measurement noticeboards. Costs are around £1800-2700 depending on size and materials.



Council asked for quotes against the exact current sized noticeboards.  
**Action:** EM to re-review following feedback from Councillors who will review on-site.

**IT WAS RESOLVED THAT The Motion For Four New Notice Boards Be Deferred.**

CM23/385 **SPEED INDICATOR DEVICES FOR THE PARISH**

CM23/386 **To Receive And Agree The Cost For A Post And Installation For The SID In Bradenstoke**

The SID has been ordered as this was agreed at a prior meeting.

CM23/387 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM23/388 **Allotment Working Group**

CM23/389 ***To Receive An Update On The Local Flooding In Bradenstoke***

A recommendation has been made to re-instate a pipe to help alleviate the water flow. SB has also spoken to the MOD and asked that the northern side ditches are checked.

CM23/390 ***To Receive and Agree The Next Steps For The Flooding Survey In Bradenstoke***

Proposed SB. Seconded FB. Agreed.

**IT WAS RESOLVED THAT The Overflow Pipe Be Re-Instated**

**Action:** SB to produce a drawing of what is needed.

CM23/391 **Open Spaces & Play Areas Working Group**

No report.

CM23/392 ***To Receive And Agree Handyman Quotes Received***

Two quotes received following advertising on Facebook and website.

Proposed FB. Seconded RG.

**IT WAS RESOLVED THAT The Mr Dean Garnett Will Be Offered A 6-Month Contract Following Written References At £250 Per Working Day.**

Cllrs Green and Barnard left the meeting due to a personal emergency. The meeting retained four Councillors and remained quorate.

CM23/393 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**

SG attended the February meeting. See Supporting Documents



The Next meeting is on the 8<sup>th</sup> March 2024.

Cllr Barnard re-joined the meeting.

- CM23/394 **Royal Wootton Bassett & Cricklade Area Board Update**  
 Next Meeting: 13<sup>th</sup> March 2024, Lyneham Primary School, Preston Lane, Lyneham, SN15 4QL, 18:30  
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>  
 No Parish Councillors were available to attend the January meeting. The minutes from the January meeting will be circulated.  
 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.
- CM23/395 **Public Relations and Communications Working Group**  
 SB suggested that the Council look at summarising where the money is being spent and planned to be spent
- CM23/396 **Parish Steward**  
 The Parish Steward is back from holiday but is not as available as they have been previously. The Steward has done some pothole attention, and the Council asks for has been away over the holiday period. SG to report when he is back.  
 Any issues may continue to be reported on the Mywiltsapp  
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/397 **Defibrillator Working Group**  
 SG and EM met on 24<sup>th</sup> of January 2024. Action points from that meeting are being brought forward and a formal report will be provided to the Council.
- CM23/398 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**  
 Next meeting, TBC. The Council has been emailed and will be prioritising the LHFIG initiatives in the March meeting and sending the information to Wiltshire Council.
- CM23/399 **TO CONSIDER AND AGREE LYNEHAM AND BRADENSTOKE LHFIG PRIORITY LIST FOR WILTSHIRE COUNCIL**  
 Proposed SB. Seconded FB. Agreed. Motion Passed  
**IT WAS RESOLVED THAT The Motion To Defer The Lyneham And Bradenstoke LHFIG Priority List For Wiltshire Council Be Deferred To The Next Meeting In March.**



- CM23/400      **FINANCE MATTERS**
- CM23/401      **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
None
- CM23/402      **To Receive For Information, Disbursements Made Since The Last Meeting**  
Disbursements received as presented and will be attached as part of the minutes.
- CM23/403      **To Consider And Approve The Schedule Of Forthcoming Payments**  
Proposed SB. Seconded FB.  
**IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.**
- CM23/404      **To Receive The Bank Reconciliations As Presented**  
Reconciliations received.
- CM23/405      **To Consider And Approve The Year End Scheme With Rialtas For The Bronze Level At A Cost Of £569 (Ex VAT)**  
Proposed FB. Seconded SB.  
**IT WAS RESOLVED THAT The Year End Scheme With Rialtas For The Bronze Level At A Cost Of £569 (Ex VAT) Be Accepted As Presented.**
- CM23/406      **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
Letter received from Parishioner on items for attention around the Parish. EM/SB to work with the new handyman to review and complete, others will be passed to Parish Steward as appropriate.
- CM23/407      **TO CONSIDER ITEMS OF MAINTENANCE**  
Items covered in CM23/376 and CM23/406. In addition, the twigs collected at Pound Close playpark should be removed and the fencing repaired.  
  
Suggested rumble strips near Tesco roundabout to be considered for LHFIG inclusion.  
  
The ditch on the Calne Road still needs to be dug out. **Action:** EM to write to the contractor
- CM23/408      **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**
- The Council is looking at drainage options at the allotment and agreed an option to add a pipe (subject to a design and costings).



- Agreed a handyman contract and a list of maintenance items for him, for the Parish Steward and for the other Council contractors.
- Tree planting scheme is underway.

**NEXT MEETING**

The next Full Parish Council meeting will be held on Tuesday 12<sup>th</sup> March 2024 at 7pm, at Lyneham Village Hall.

Meeting closed 20:25

CM23/409

**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 FB. 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)**

CM23/410

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

Draft contracts are being processed.

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

The Section 38 is delayed 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

CM23/411

**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.

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: 20:46



**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**

MOD gave a brief verbal update.

**PCSO**

Apologies for attendance provided, no report this meeting.

**Other Public Items Discussed.**

No comments

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

Signed     *F Ball*    

Date     03/22/2024





| Reference or Cheque No.  | Date      | Payee                             | Invoice No | Purpose                     | Amount*    | VAT |
|--|-----------|-----------------------------------|------------|-----------------------------|------------|-----|
| Receipts   |           |                                   |            |                             |            |     |
|  | 08-Jan-24 | HMRC                              |            | VAT Refunds                 | £ 4,276.28 |     |
| Unbanked Receipts  |           |                                   |            |                             |            |     |
| Expected Receipts  |           |                                   |            |                             |            |     |
| Payments Made Since Last Meeting                               |           |                                   |            |                             |            |     |
| 2010518  |           | S/O to: RKM Construction          |            | CLEANING CONTRACT           | £ 456.00   | N   |
| 2010519  |           | Direct Debit (NEST)               | January    | Pension                     |            | N   |
| 2010520  |           | Direct Debit (CHARLTON BAKER LTD) |            | 4KX6KHH                     | £ 17.00    | Y   |
| 2010521  |           | B/P to: Franklins                 |            | TREES INV0064               | £ 8,754.00 | N   |
| 2010522  |           | B/P to: Elizabeth Martin          |            | EXP RSIG ANNUAL FE          | £ 135.49   | Y   |
| 2010523  |           | Direct Debit (E.ON NEXT)          |            | A-EQA0479E-001              | £ 91.49    | P   |
| 2010524  |           | Direct Debit (GOCARDLESS)         |            | HUGOFOX LTD-KSARKFV         | £ 11.99    | Y   |
| 2010525  |           | B/P to: Kevin Iles                |            | INV 3710                    | £ 1,000.00 | N   |
| 2010526  |           | B/P to: Elizabeth Martin          |            | JAN PAY                     |            | N   |
| 2010527  |           | B/P to: Castle Water              |            | WATER COMPANY               | £ 36.49    | N   |
| 2010528  |           | S/O to: RKM Construction          |            | CLEANING CONTRACT           | £ 456.00   | N   |
| 2010529  |           | Direct Debit (NEST)               | December   | Pension                     |            | N   |
| 2010530  |           | B/P to: Lyneham Village Ha        |            | INV 073                     | £ 24.00    | N   |
| 2010531  |           | B/P to: Freethought               |            | INVOICE 56137               | £ 120.00   | Y   |
| Forthcoming Approved Payments (not included on Reconciliation) |           |                                   |            |                             |            |     |
|  |           | B/P to: Lyneham VH                |            | Hall Hire                   | £ 20.00    | N   |
|  |           | B/P to: Rise Trust                | CM23/315   | GRANT                       | £ 720.00   | N   |
|  |           | B/P to: SLCC                      |            | Annual Membership For Clerk |            | Y   |
|  |           | B/P to: Charlton                  |            | Payroll                     | £ 17.00    | Y   |
|  |           | B/P to: Hugo                      |            | Internet                    | £ 11.99    | Y   |
|  |           | B/P to: Eon                       |            | Electric                    | £ 80.00    | P   |
|  |           | B/P to: RKM Construction          | March      | Toilets                     | £ 456.00   | N   |
|  |           | B/P to: Elizabeth Martin          | February   | Pension                     |            | N   |
|  |           | B/P to: Elizabeth Martin          | February   | Salary                      |            | N   |
|  |           | B/P to: Elizabeth Martin          | January    | Microsoft Expenses          | £ 67.67    | Y   |
|  |           | B/P to: Elizabeth Martin          | February   | Microsoft Expenses          | £ 67.67    | Y   |
| Internal Banking Transfers - To Savings                        |           |                                   |            |                             |            |     |

\* Amounts include VAT



## **Update for Lyneham and Bradenstoke Parish Council February 2024**

### **Wiltshire Council**

#### **Area Boards Meeting**

The next Area Board meeting will be Wednesday 13<sup>th</sup> March 2024 at Lyneham Primary School. This is the final Area Board of this financial year.

We will be hosting the Highways Matters event, so would encourage people to come along to gain a better understanding of the challenges and opportunities faced by the Highways Team at Wiltshire. This will be followed by a short business meeting primarily to determine grant funding applications.

#### **Local Highway and Footway Improvement Group (LHFIG).**

The next meeting will be 8<sup>th</sup> May 2024, location to be determined.

#### **Community Safety Forum**

At the February meeting we welcome Chief Constable Catherine Roper who updated us as to progress within Wiltshire Police and answered questions from those present.

Notes will be circulated in due course.

Next virtual meeting will be Friday 8<sup>th</sup> March 2024 where our speaker will be from the new Wiltshire Police Burglary unit.

#### **Banking Hub**

The temporary banking hub is up and running in the RWB Post Office. Work on the permanent hub, which is in the front of the former Post Office, is well under way. They hope to open March/April 2024.

#### **A3102 Safety Works**

A number of residents have contacted me with questions about the tree removal along the A3102. Details of the project may be found here:-

<https://www.wiltshire.gov.uk/article/8458/A3102-Safer-Road-Scheme#:~:text=We%20have%20been%20granted%20nearly,been%20awarded%20%C2%A36.98m.>

This is ring-fenced money. The Council is responsible through it's Highways Maintenance budget for road maintenance outside this project. The Bobcat has been around filling a few potholes on the A3102. Plenty more to go though!

#### **Council Tax setting.**

Unlike many neighbouring authorities, Wiltshire Council is set to close it's financial year within budget, potentially with a small surplus.

The Council will meet on 20<sup>th</sup> February to set its budget and Council tax for the next Financial Year.

The proposal is an increase of 2.99% on the base budget plus 2% Social Care Levy. This is equivalent to an increase of £1.56 per week for people living in a Band D property (roughly £85 per year).

**Councillor  
Allison Bucknell  
Lyneham**



This increase is essential to meet the inflationary cost of services .

## **Local**

### **Lyneham Banks**

Tree clearance work has commenced on the Banks and the Construction project is out to tender <https://bidstats.uk/tenders/2024/W01/814088293>

A planning application is due to be submitted in March, to run alongside the tender process. I have asked for a meeting to be arranged with the local parish council representatives prior to the application being submitted (invitation sent for end of February).

Please use the email address [lynehambanks@wiltshire.gov.uk](mailto:lynehambanks@wiltshire.gov.uk) for all correspondence..

Clack Hill road surface has taken a battering with the recent bad weather. I am awaiting further information as to what Highways can do to improve. Unfortunately the whole county highways system is affected and all councillors are demanding that their roads are high priority

### **Bradenstoke Solar Farm Community Benefit Fund**

Details of all grants and the application process can be found on the website <https://www.bradenstokesolarfund.org/>

## **Flooding**

Wiltshire Council Drainage team is working its way through all the flooding reports recently submitted. On site meetings will be arranged for local people to explain their flooding issues directly to the team. This is being done on a priority basis based on the number of properties flooded.

The Parish Council will have been notified of two potential assistance schemes (Babet and Henk). Please encourage any property / business that has been hit by flooding to register for help.

**Councillor Allison Bucknell  
14th January 2024**

**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**

592E99AA-575D-4DA9-9B88-8800BFF1F751

**TRANSACTION DETAILS**

**Reference Number**

592E99AA-575D-4DA9-9B88-8800BFF1F751

**Transaction Type**

Signature Request

**Sent At**

03/18/2024 11:01 EDT

**Executed At**

03/22/2024 05:15 EDT

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

29c08a108ae852ec3c2c83f3711618474d4dfe8484d10c859e8d4c4133bb943e

**Signer Sequencing**

Disabled

**Document Passcode**

Disabled

**DOCUMENT DETAILS**

**Document Name**

LBPC FINAL Mins 13-02-24

**Filename**

LBPC\_FINAL\_Mins\_13-02-24.pdf

**Pages**

11 pages

**Content Type**

application/pdf


**File Size**

604 KB

**Original Checksum**

ec4da196236514f27cebee7fe4bf0d3d8460bff6ac600024bc3851837d7f8424

**SIGNERS**

| SIGNER   | E-SIGNATURE   | EVENTS   |
|--|---|--|
| <p><b>Name</b><br/>Frank Ball</p> <p><b>Email</b><br/>frank.ball@lynehamandbradenstoke-pc.gov.uk</p> <p><b>Components</b><br/>10</p> | <p><b>Status</b><br/>signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b><br/>e28810796d077d912aa4d7603d48b1dcac0e26ad4eec486fc56a6d83d42c08ea</p> <p><b>IP Address</b><br/>78.150.240.97</p> <p><b>Device</b><br/>Chrome via Windows</p> <p><b>Typed Signature</b><br/></p> <p><b>Signature Reference ID</b><br/>AA823247</p> | <p><b>Viewed At</b><br/>03/22/2024 05:13 EDT</p> <p><b>Identity Authenticated At</b><br/>03/22/2024 05:15 EDT</p> <p><b>Signed At</b><br/>03/22/2024 05:15 EDT</p> |

**AUDITS**

| TIMESTAMP            | AUDIT  |
|----------------------|--|
| 03/18/2024 11:01 EDT | Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_13-02-24.pdf' on Chrome via Mac from 217.32.112.106. |
| 03/18/2024 11:01 EDT | Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.  |
| 03/21/2024 19:42 EDT | Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a reminder.  |
| 03/22/2024 05:13 EDT | Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 78.150.240.97.                                  |
| 03/22/2024 05:15 EDT | Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 78.150.240.97.                              |
| 03/22/2024 05:15 EDT | Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 78.150.240.97.                                  |