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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 14th May 2024 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB], Shendie Green [SG], Rod Gill [RG1], David Leuty [DL]

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

CHAIR: Frank Ball [FB]

APOLOGIES: John Williams [JW], Ron Glover [RG2]

ABSENT: Nil

Full Council Meeting Commenced: 19:11

CM24/049 **ELECTION OF CHAIR FOR THE ENSUING YEAR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

Proposed SB. Seconded DL. Agreed.

IT WAS RESOLVED THAT Cllr Frank Ball be duly elected as Chair of Lyneham and Parish Council for the forthcoming year.

FB signed the acceptance of office

CM24/050 **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

Proposed FB. Seconded RG1. Agreed.

IT WAS RESOLVED THAT Cllr Stuart Bernard be duly elected as Chair of Lyneham and Parish Council for the forthcoming year.

FB signed the acceptance of office

CM24/051 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr. John Williams [JW], and Cllr Ron Glover [RG2]

Proposed SB. Seconded FB. Agreed.



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

CM24/052 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

None

CM24/053 **MINUTES OF THE PREVIOUS MEETING, 9TH APRIL 2024**

Proposed FB. Seconded RG1. DL Abstained as not present. The remaining Council In favour.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 9th April 2024 Be Accepted As Written.

CM24/054 **MINUTES OF THE PREVIOUS MEETING, 18TH APRIL 2024**

Proposed FB. Seconded RG1. DL Abstained as not present. The remaining Council In favour.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 18th April 2024 Be Accepted As Written.

CM24/055 **CHAIRS ANNOUNCEMENTS**

None

CM24/056 **TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**

Items In The Clerks Report Are Covered In The Agenda.

CM24/057 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**

- Dog park sign scope: - Plan in hand, need to order.
- New quote for mayor's tail for allotments: - Clerk is waiting for updated quote from Barry Holman.
- Meet to discuss hanging flower baskets: - Still needs to be scheduled.
- Work on emergency plan and Neighborhood Development Plan: - Still outstanding, needs to be prioritised.
- Brambles issue on MOD land: - Being addressed through MOD representative.
- Additional defibrillator locations: - One location identified, awaiting electrician quote.
- Notice board size: - Research done, bringing pricing back in June.
- Signage for Pound Close - Size confirmation pending, Highways aware.



- Planning update for outdoor equipment: - Submitted, awaiting response on requirements.
- Tree work in allotments: - Contractor has outstanding stump grinding work.
- Additional defibrillator installed in Bradenstoke.
- SID post installed in Bradenstoke.

CM24/058 **PLANNING**

CM24/059 **To Consider The Following Planning Requests**

[PL/2024/03457](#) **Proposal**

Reinstatement of metal windows

Site Address

The Old Rectory, Lynham, Chippenham, SN15 4PQ

Application Type

Listed Building Consent

Outcome

No objection

[PL/2024/03658](#) **Proposal**

Erection Of An Outbuilding.

Site Address

79 The Green, Lynham, SN15 4PD

Application Type

Householder Planning Permission

Outcome

The Council believes this building is rather large as outlined in the plans. The Council holds no objection so long as the loft space proposed would not be converted as a defined living space or Air B&B.

[PL/2024/03697](#) **Proposal**

Site Address



79 The Green, Lyneham, SN15 4PD

Application Type

Householder Planning Permission

Application Type

Full Planning Permission

Outcome

No Objection

- CM24/060 **TO CONSIDER THE PROPOSED REFURBISHMENT TO THE EXISTING PEDITRIAN CROSSING ON CALNE ROAD, LYNEHAM**
 The proposal was considered Council agreed to support the upgrade of the crossing technology but opposed the removal of parking spaces near the crossing due to safety concerns over visibility. The Council requests the vegetation in the area to be cut back to improve visibility.
- CM24/061 **GOVERNANCE REVIEW**
- CM24/062 **To Review And Approve The Council’s Standing Orders**
 Proposed FB. Seconded SB.
IT WAS RESOLVED THAT the Standing Orders Be Accepted As Proposed And Remain Unchanged.
- CM24/063 **To Review And Approve The Council’s Financial Regulations**
 Proposed SB. Seconded FB.
IT WAS RESOLVED THAT the Financial Regulations Be Accepted As Proposed And Remain Unchanged.
- CM24/064 **To Review And Approve The Parish Council Asset Register**
 Proposed SB. Seconded FB.
IT WAS RESOLVED THAT the Asset Register Be Accepted As Proposed.
- CM24/065 **To Review And Approve The Council’s Code Of Conduct**
 Proposed SB. Seconded DL.
IT WAS RESOLVED THAT the Council’s Code Of Conduct Be Accepted As Proposed.



- CM24/066 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM24/067 **Allotment Working Group**
- CM24/068 **To Receive And Discuss The Update, And Next Steps On, The Local Flooding In Bradenstoke**
 The Parish Council confirmed that the tree work in the allotment site has been completed.
 The Council has received complaints regarding the overgrown allotment sites. The Clerk will be sending a letter to the allotment holders outlining the contractual agreements.
 The Council noted changes in the standards for keeping chicken with DEFRA and expressed concerns over the chickens currently housed at the allotments. The Clerk will send a letter and update regarding the DEFRA changes to the allotment holder.
 The Council still awaits information from the MOD and the ditch clearance likely to take place in September.
- CM24/069 **Open Spaces & Play Areas Working Group**
- CM24/070 **To Consider And Agree The Placement Of additional Seating To Be Placed On The Green In Lyneham to encourage The Local Residents To “Walk And Talk” (Requested By Villagers)**
 In principle the Council agreed to one location. The Council to contact Parish members to discuss the initiative and agree the placement with landowners. To be updated in the next meeting. SG to pass information of the size of the seating to RG1 to facilitate the hard standing to be organised.
- CM24/071 **To Consider And Agree To A Request To Use The Playing Field In Bradenstoke For Parking For The Bradenstoke Village Fair (BVF) Event On Saturday 24 August 2024**
 Proposed SB . Seconded FB.
IT WAS RESOLVED THAT The Parish Council Will Agree To The Use Of The Play Park In Bradenstoke For Parking For The Bradenstoke Village Fair (BVF) Event On Saturday 24 August 2024.
- CM24/072 **To Consider And Agree To The Quotations For Outdoor Gym Equipment For Bradenstoke (Lyneham Pending D2 Agreements And Planning)**
 Proposed SB. Seconded SG.



IT WAS RESOLVED THAT The Parish Council Agrees To Accept The Quotation From Sovereign Play For Bradenstoke (Lyneham Pending D2 Agreements And Planning) At The Cost Of £14,344.58 From CiL (Community Infrastructure Levy) Funding.

CM24/073 **To Consider And Agree The Format And Design For The Plaque At The Wildflower Meadow**
Motion Lost

Action: The Parish Clerk To Contact A Local Parishioner To Obtain The Previously Completed Design For The Sign, order the gym equipment once planning is confirmed, and set a time to discuss flower basket engagement for the summer of 2024-2025.

To be tabled at a later meeting.

CM24/074 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**

Cllr Bucknall organized a presentation from James Smith of the Swindon Community Policing Team. - The presentation covered burglary and rural crime statistics and trends across the county. - Key points were around half of all burglaries being preventable, police aiming to visit all burgled premises, use of local intelligence to catch offenders, and working with victim support groups. - Question addressed around reasons for extended road closures after traffic accidents. (Only one specialist investigation team covers a large area so must wait on site.)

Attendees were asked to feed any issues into the Neighbourhood Police Team.

Next Meeting: 14th June 12-1pm

SG To Attend On Behalf Of The Council

CM24/075 **Royal Wootton Bassett & Cricklade Area Board Update**

Next Meeting: 26th June 2024, Clyffe Pypard & Bushton Village Hall, Bushton, Swindon, SN4 7PX, 18:30. SG To Attend On Behalf Of The Council

<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>

CM24/076 **Public Relations and Communications Working Group**

No Report

CM24/077 **Parish Steward**

Any issues may continue to be reported on the Mywiltsapp <https://www.wiltshire.gov.uk/mywilts-online-reporting>

SG to report back the next dates the PS will visit the area.



- CM24/078 **Defibrillator Working Group**
 Updating three sites, more information to come back to the Council once received.
- CM24/079 **Local Highways and Footpath Improvement Group (LHFIG, Formally, CATG)**
 The Next meeting is scheduled for 22nd 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. SG to attend on behalf of the Parish Council.
- CM24/080 **FINANCE MATTERS**
- CM24/081 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
 EM Agreed the purchase of replacement bollards for the area outside the Bradenstoke dog park at the cost of £170.68 ex VAT.
- CM24/082 **To Receive For Information, Disbursements Made Since The Last Meeting**
 Disbursements received as presented and will be attached as part of the minutes.
- CM24/083 **To Consider And Approve The Schedule Of Forthcoming Payments**
 Proposed SB. Seconded FB.
IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.
- CM24/084 **To Receive The Bank Reconciliations As Presented**
 Proposed FB. Seconded SB.
IT WAS RESOLVED THAT The Bank Reconciliations Be Deferred To The Next Meeting.
- CM24/085 **To Receive And Consider The Quotes For Council’s Insurance Renewal For 2024-2025**
 Proposed SB. Seconded FB.
IT WAS RESOLVED THAT The Council Agrees To Renewal Of Parish Council Insurance With Clear Councils At The Cost Of £998.48 To Include A One Year Renewal Of Parish Online (Net Value £360).
- CM24/086 **To Consider And Agree To Continue The Council’s Payroll Provider (Direct Debit)**
 Proposed SB. Seconded FB.



IT WAS RESOLVED THAT The Council Agrees To Continue The Council's Payroll Provider (Charlton Baker) On Direct Debit Of £18.50 Inc VAT.

CM24/087 **ANNUAL RENEWAL OF MEMBERSHIPS**

CM24/088 **To Consider And Agree To The Renewal Of Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils)**
Proposed FB. Seconded SB.

IT WAS RESOLVED THAT The Council Agrees To Renew The Membership Of WALC/NALC (Wiltshire Association Of Local Councils/National Association Of Local Councils) At The Cost Of £1129.99 Inc VAT.

CM24/089 **To Consider And Agree To The Renewal Of Membership Of ICO (Information Commissioners Office) At A Cost Of £40**
Proposed FB. Seconded SB.

IT WAS RESOLVED THAT The Council Agrees To Renew The Membership ICO (Information Commissioners Office) At A Cost Of £40.

CM24/090 **To Consider And Agree To The Renewal Of Membership Of Open Spaces At A Cost Of £45**
Proposed SB. Seconded FB.

IT WAS RESOLVED THAT The Council Agrees To Renew The Membership Of Open Spaces At A Cost Of £45.

CM24/091 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Notice received regarding Wiltshire Planning Service Review and Transformation Programme to Be held 25 June 2024. FB and EM to attend on behalf of the Parish Council.

CM24/092 **TO CONSIDER ITEMS OF MAINTENANCE**

Replacing or repairing the post by the playing field entrance that gets broken off by vehicles. Options discussed were replacing with a metal post or wood post. Cllr Frank to assess and determine best options.

Refreshing the line painting/markings in the play area that have faded. Clerk to get quotes for repainting.

General maintenance needed on some play equipment - replacing nets, etc.



- CM24/093 **TO REVIEW A SUMMARY OF THE MEETING’S KEY POINTS & MESSAGES TO THE PUBLIC**
- The Council re-elected Frank Ball as Chair to the Parish Council.
 - The Council re-elected Stuart Bernard as Vice Chair to the Parish Council.
 - The Parish Council held the Annul Village Meeting before the Full Council Meeting.
 - The Council re-approved the Standing Orders for the Council.
 - The outdoor gym equipment has been approved pending outstanding actions to be taken by the Council.
- CM24/094 **NEXT MEETING**
- The next Full Parish Council meeting will be held on Tuesday 11th June 2024 at 7pm, at Bradenstoke Village Hall.
- Meeting closed 20:16
- CM24/095 **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 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)**
- Session Opened at 20:19
- CM24/096 **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 the request of the Council to submit a S16 application to the Secretary of State on behalf of the developer for Green Farm. Correspondence received from the Councils Solicitor was reviewed and the Council agreed a formal response.
- All Council Solicitors queries put forward were discussed with a proper Council response to be drafted by EM and sent to the Councils Solicitors.
- CM24/097 **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.



CM24/098 **TO AGREE THE COUNCIL'S RESPONSE FOR THE PLANNING APPEAL – PL/2022/05221, CLACK HILL YARD, BRADENSTOKE, WILTSHIRE, SN14 4ES**

Proposed FB. Seconded SG

IT WAS RESOLVED THAT The Council's response for the planning appeal – PL/2022/05221, Clack Hill Yard, Bradenstoke, Wiltshire, SN14 4ES be accepted as presented and that SB will be attending the appeal on behalf of the Parish Council.

Action:

EM to respond to the Parish Councils Solicitor and request the Parish Council response to be submitted to the Planning Appeal Committee.

Closed Session Ended: 20:39

Summary of Public Participation Section

Public Participation Section Commenced 19:00

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

Apologies accepted from Lt. Paul Jordan, but key points were sent before the meeting.

Lt. Paul Jordan has requested better management of the overgrowth of plants etc along the fence line, all areas.

The MOD is still trying to get some detail on the woodland management, however, be advised this sits outside the direct remit of the Lt Jordan so information is slow in coming.

If the Council provides the MOD with further information regarding the local concerns it would be of great help to address specifically for the next meeting on behalf of the Council.

If this is MOD land, which it may be, then it is technically private property, and therefore a polite request for the Village to manage its expectations accordingly would be kindly requested. The closure is due to be in place until the end of June 2024.



Lighting, SSE who own the cabling have said the power issue to the lighting is not their responsibility. The MOD are now looking at procuring a solar option, noting the MOD is striving to meet with carbon neutral footprints – more to follow but this will not be quick as funding will need to be sought.

A request for the ‘plan’ has been sent to the Lillybrook team regarding the drainage excavation on the north side of MOD site.

PCSO

Apologies for attendance provided the April Burglary Team Detective Inspector Report and Chief Constable Report from 12 April 2024 as part of these minutes.

Other Public Items Discussed.


No comments

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

Signed *F Ball*

Date 06/18/2024


SIGNATURE CERTIFICATE



REFERENCE NUMBER
31CC7F77-CCE6-4906-ACE3-1F0185F82D23

<p>TRANSACTION DETAILS</p> <p>Reference Number 31CC7F77-CCE6-4906-ACE3-1F0185F82D23</p> <p>Transaction Type Signature Request</p> <p>Sent At 06/17/2024 19:35 EDT</p> <p>Executed At 06/18/2024 04:45 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 270dcd457bc9348f50e8113a01dc8a838272114e8f60b4394f6ef7071536182d</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>DOCUMENT DETAILS</p> <p>Document Name LBPC FINAL Mins 14-05-24</p> <p>Filename LBPC_FINAL_Mins_14-05-24.pdf</p> <p>Pages 11 pages</p> <p>Content Type application/pdf</p> <p>File Size 287 KB</p> <p>Original Checksum 194eb20c068820bbdc658dbd3ec994acb1c14b573f343cf0a34ec8bfd881ced9</p>
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SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Frank Ball</p> <p>Email frank.ball@lynehamandbradenstoke-pc.gov.uk</p> <p>Components 13</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum b254a090247055b5d6365452865c9ca1f8946c204ca30a5004401830b1594af9</p> <p>IP Address 2.103.144.125</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 49CBB7CC</p>	<p>Viewed At 06/18/2024 04:44 EDT</p> <p>Identity Authenticated At 06/18/2024 04:45 EDT</p> <p>Signed At 06/18/2024 04:45 EDT</p>

AUDITS

TIMESTAMP	AUDIT
06/17/2024 19:35 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_14-05-24.pdf' on Chrome via Mac from 217.32.112.106.
06/17/2024 19:35 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
06/18/2024 04:44 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 2.103.144.125.
06/18/2024 04:45 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 2.103.144.125.
06/18/2024 04:45 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) signed the document on Chrome via Windows from 2.103.144.125.