

Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Monday 7th September 2015 in Lyneham Church Village Hall at 7.30pm.

Councillors Present

Cllrs: Geoff Jackson-Haines (Chairman), Judy Digman, Lynn Thrussell, John Webb, Richard Selby-Boothroyd, Judy Selby-Boothroyd.
Clerk: Jacquie Henly

Also in attendance was Philip Williams MBE from the Defence Infrastructure Organisation MOD Lyneham.

There were also 15 members of the public present.

Before the meeting opened the Chairman welcomed all present.

Public participation included:

a) A report from Phillip Williams – Sadly Phil reported that this was his last meeting with us and introduced Penny Le Mare who would be taking over from him. Penny is the new Corporate Communications Officer for MOD Lyneham – We look forward to working with her in the future.

Phil reported he had recently taken delivery of a further 14-16 assets at the site.

MOD are still hoping to take control of the site by 28th September however site work will continue until late October early November.

Some training at the site will be starting shortly and they are expecting to welcome around 1300 – 1500 new people arriving mid October.

It is still not clear how the Community Grant from British Solar Renewables will work. The first tranche of money will be available once the full connection to the National Grid has been achieved and this is expected to be completed by the end of November early December.

Thanks were given to Phil and our best wishes were passed on for the future.

b) Alexa Smith sent her apologies for not being able to attend the meeting but had sent a short report, which was read out by the Chairman. We look forward to working with Alexa in the future.

c) A report had been received from PCSO Andy Singfield and Sergeant Donna West this was read out by the Chairman.

It was agreed a message would be sent to PC Steve Porter thanking him for his past service to Lyneham and Bradenstoke and wishing him success in his new post.

d) The Chairman then opened the floor to questions from members of the public, reminding them that this section of the meeting was for questions only.

1) Jenny May – asked if it would be possible to consider putting some benches on The Green.

Should a new Post Office open at the Edmonds Garage site it would be nice to have somewhere to sit to rest if required for those walking from the village.

2) Nigel Nunns – asked what stage the Neighbourhood Development Plan was at and how can villagers get involved.

3) Kate McFarlane – asked for an update report on the installation of the defibrillators.

4) Richard Marshall – asked that as more land had been made available for development how could he find details of the SHLAA.

The Parish Council Meeting was opened

Item 1 - Apologies for absence

1.1 Apologies were received from Cllrs Pollard, T Webb, Gill and Glover

Item 2 – Declaration of Interest in items on the Agenda

2.1 There were no declarations of interest in items on the agenda.

Item 3 – Approval of Minutes from previous meetings

3.1 Minutes of the following meetings were approved by those present and signed by the Chairman Parish Council Meeting held on 14th July 2015, the Planning Meeting held on Tuesday 28th July and the Extraordinary Meeting held on Monday 3rd August 2015.

Item 4 – Consideration of matters arising from Public Participation

4.1 Jenny May's suggestion of introducing some benches on The Green will be considered at a future meeting, once all the costs can be obtained.

4.2 Cllr J Webb explained the stage the Neighbourhood Plan was at. Nigel Nunns was given the date and location of the next NEW-V meeting (30.9.15 – Purton Village Hall) as members of the public are welcome to attend.

Cllr J Webb reported that there should soon be available a NEW-V web site and that the draft copy of the introductory chapters should be available for consultation next month.

4.3 Cllr Thrussell reported that the defibrillators should all be installed by next month with dates for awareness meetings booked.

4.4 Cllr J Webb reported that the SHLAA map is available on the Wiltshire Council web site. Cllr R Selby-Boothroyd pointed out that although an extra site had been identified on the map, the map was still showing areas that have already been developed.

Item 5 – Clerks Report

5.1 Sent in comments to Wiltshire Council on the planning applications considered at the July meetings.

5.2 Contacted Phil Williams MOD to request the fencing near to the MOD main entrance gates be removed or repaired as it had fallen across the public pavement and was a trip hazard. Action was taken and the fence was repaired.

5.3 Wrote to Cllr Allison Bucknell regarding a governance complaints issue. We have not yet received a response.

5.4 Contacted Sergeant Donna West regarding the Neighbourhood Policing Team to discuss how lines of communication between them and Parish Council could be improved. Sergeant West has agreed to ensure that PCSO's send regular reports to the Parish Council and that local issues will be discussed with us rather than trying to communicate solely via the Area Board. Parish Council representatives have also been invited to attend the Neighbourhood Tasking Group (NTG) meetings.

5.5 Contacted a professional dog walking company asking them to be more considerate if using the dog-walking field in Bradenstoke. We have requested that they don't let packs of dogs run free in the field in consideration of other users, they pick up any dog mess and remove it from the site, and they do not park their large vans on the footpaths or verges in the village as they are causing damage. Following on from that contact it was agreed that they should not use the field at all.

5.6 Wrote to NHS England asking for updates on what their future plans are for improving access to Doctors Surgeries in Lyneham. We have also asked if there are plans to supply a Doctor for the proposed new surgery at the Edmonds Garage development.

5.7 Made contact with Alexa Smith to welcome her to her new role in Wiltshire Council as Community Engagement Manager and invite her to the September meeting to give a short presentation.

5.8 Sent out new Allotment Agreements and letters to all allotment holders advising them on the amendments to the Allotment Agreement and new fees as discussed at the July meeting.

5.9 Wrote to two allotment holders advising that the terms of their agreement had been broken and that if action is not taken to improve the condition of their allotments the agreement would be terminated.

5.10 Wrote to some of the neighbouring properties to the allotments asking for their hedges to be cut back to the boundary lines as complaints have been made by allotment holders that access routes have been blocked.

5.11 Wrote to the organisers of the fun fair that comes to Lyneham every year asking them to send evidence of licenses they have obtained from WC for erecting the large advertising notices they use on the roadside.

5.12 Gathered various information for the Lyneham and Bradenstoke Emergency Plan. Took notes at the first emergency planning meeting, contacted the WC Emergency Planning Co-ordinator and discussed the possibility of them attending one of our future meetings to overview progress and give further advice where required. Next meeting is scheduled for October.

5.13 Liaised with spatial planning team to obtain a map of the Parish to plot grassed areas and note who is responsible for cutting each area.

5.14 Liaised with Wiltshire Council and residents regarding the naming of a lane in Bradenstoke to help it be more easily identified by delivery people.

5.15 Circulated a Post Office consultation document and posted details on the Parish web site.

Item 6 – to receive the Chairman's report on an Internal Review of a complaint made by Mr R J Wright regarding a response to a request made for information on 25.07.15

6.1 The response made to Mr Wright and the internal review notes that were sent to the Information Commissioner had previously been circulated to members and were approved.

Item 7 – To receive reports from Working Groups, Committees and representative members of outside bodies

7.1 Report from Highways and Maintenance Working Group:

1. Cut back damaged tree to make safe near Pound Farm.

2. Carried out litter picks.

3. Installed the new gates at the Bradenstoke Play Park. Signage and fencing still to be done work has been delayed because of the bad weather.

4. The defibrillator has been erected on the wall at the public toilets in Lyneham. The other two are to be installed shortly.

7.2 Report from Allotments Working Group:

1. New Allotment Agreements sent to all current allotment holders.
2. Carried out an inspection of the site and requested notices be sent to two allotment holders due to the poor condition of their plots.
3. Letters requesting hedges to be trimmed have been sent to some neighbouring residents with boundaries adjoining the allotments as some of the hedges are blocking access routes for allotment holders.
4. Thames Water have quoted £2000.00 to install a water supply from the mains in the road to just inside the play park at Bradenstoke. A feed could then be taken from this point to the Allotments sometime in the future. Whilst the Thames Water Engineer was on site a Thames Water manhole cover was found and it looked like recent pipe work and a meter had been installed, however this was not Thames Water pipe so a request has been made to Thames Water to identify where the pipe work is feeding and whose meter is in the manhole cover as no permission has been sought from the Parish Council to carry out this work on their land. As there is a water feed under this manhole cover is it possible that this could be used to supply the allotments if it is not being used elsewhere.

7.3 Report from Communications Working Group:

1. Received orders and payment for advertising in the Winter Edition of the Parish Magazine.
2. Started to receive articles for inclusion in the Winter Edition of the Parish Magazine

7.4 Report from the Britain in Bloom Sub Committee:

1. The results for this year's entry will be announced at a civic reception to be held in Dartmouth on Thursday 24th September 2015.
2. Cllr J Selby-Boothroyd reported that plans were already being considered for next year's entry.

Item 8 – To approve the formation of another Working Group for Open Spaces.

8.1 The formation of this new working group was approved but as it may alter the definition of some of the other working groups it was agreed that the Terms of Reference and Roles and Responsibilities of each Group would be reviewed ready for the next meeting.

Item 9 – To discuss the use of the Dog Walking Field in Bradenstoke

9.1 The comments received from parishioners following some unpleasant incidents at the Dog Walking Field and following an article in the Bugle were discussed and considered. After a lengthy discussion it was resolved to monitor the situation after the new sign had been erected. If there is further aggressive behaviour we would follow up with the Neighbourhood Police Team who have been made aware of the situation. Another consideration would be to introduce a combination lock on the gate but this will be used as a last resort.

9.2 Cllr J Selby-Boothroyd reported a damaged slab which forms part of the path leading into the field. Cllr J Webb agreed to replace the slab and repair the path and at the same time he would erect the new sign on the gate.

9.3 Cllr J Selby-Boothroyd had also noticed some damage to the small bridge that leads into the field this will be assessed to see what action is required.

9.4 Cllr R Selby-Boothroyd suggested that the Parish Council apply to Wiltshire Council Highways to request that a small parking area for 2 cars is established at the site, clearly marked for disabled drivers. The Clerk will action.

Item 10 – To discuss the Litter problem throughout the Parish and possible solutions

10.1 Cllr J Selby-Boothroyd reported a number of issues causing the litter problem:

- a) People throwing rubbish out of cars driving through the villages – There is really no solution to this problem.
- b) Construction workers from the MOD site dropping their litter at lunch times – This situation should stop once the work is complete on the site.
- c) A Wiltshire Council bin situated at the Edmonds Garage bus stop in Lyneham is considered to be in the wrong position, having been near the telephone box which has now been removed. The Clerk was asked to contact Wiltshire Council and have it moved closer to where people board the bus.
- d) A large amount of plastic gloves have been picked up along the roadside that come from the Edmonds Garage dispensers and litter also from the site gets blown along road from overflowing bins provided on the site. Cllr J Selby-Boothroyd agreed to contact the owner of the garage to discuss the problem and try to find a solution to resolve it.
- e) The Co-op supermarket have already been approached and asked if they can empty their bin more regularly.
- f) The position of the bin by the Tesco supermarket was also questioned but we are unsure who it belongs to. The whole area including the take away food shops needs further investigation to assess the needs for improvement.

g) The Clerk was asked to contact Wiltshire Council to see if they have portable signs we could borrow that say please don't drop your litter. Cllr J Selby-Boothroyd had noticed some in another County and thought they might prove effective here.

Item 11 – To discuss a Community Governance Review Consultation

Proposals have been submitted to change the Parish boundaries affecting Thickthorn and Preston. The proposals and information were circulated to members before the meeting and the following responses were resolved for the 3 proposals submitted along with reasons for the decisions:

- a) Boundary for Thickthorn moves so they would be part of Clyffe Pypard Parish – Disagree with the proposal
- b) Boundary for Thickthorn and Preston moves so they would be part of Clyffe Pypard Parish – Disagree with the proposal.
- c) Boundary remains as it is with no change – Agree with the proposal

Item 12 - Finance

12.1 Account Balances inclusive of all cheques written and deposits made - Current Account £34454.61 Deposit Account £78132.69.

12.2 Report of cheques written and cash received on the current account since the last meeting up and including 1st September 2015.

Cheque No	Payee	Amount
559	Came & Co cancelled	00.00
560	Jenny May – Refreshments Britain in Bloom	30.88
561	D Bates – Refreshments Britain on Bloom	40.35
562	Cancelled	00.00
563	Came & Co – Annual Insurance	1286.15
564	Lyneham Primary School – Grant award	850.00
565	St Michaels and All Angels Church – Grant award	350.00
566	J Henly – Clerks Salary July	535.60
567	J Henly – Reimbursement for signs and stationery	153.88
568	AW Services – Grass Cutting and Toilets Maint	2380.34
569	Lyneham PCC – Hall Hire	114.00
570	Greatfield Nurseries – Plants for flower beds	217.26
571	Information Commissioner – Data protection license	35.00
572	Jam Print – Parish Magazine	607.00
573	J Henly – Clerks salary August and reimbursement for sign and stationery	577.19
	Money Received	Amount
	Advertising in Parish Magazine	250.00

12.3 It was resolved to approve the purchase of 3 Poppy Wreaths for Remembrance Services in the Parish. The cost will be a total of £51.00.

12.4 It was resolved to support the application from 2 residents in Bradenstoke to have a street name helping to identify their properties. The suggestion for a name was approved 'Brook Lane'. It is hoped there will be no cost made by Wiltshire Council but if there is the residents have agreed to pay up to £100 towards the cost, the remainder would be paid by the Parish Council.

12.5 It was resolved to approve the purchase of a new sign for the Dog Walking Field making it clear the area is for the use of residents and professional dog walkers will be considered as trespassing. Total purchase cost £29.21.

Item 13 - Planning

13.1 An update on planning applications had previously been circulated to members

11.2 Planning application 15/07672/FUL – Two storey detached dwelling – 26 Calne Road Lyneham was discussed. There was no objection to this application.

11.3 Planning application 15/08343/FUL Side and rear extension and front porch (an amendment to a previous application) 35 Lancaster Square Lyneham was discussed. There was no objection to this application.

Item 14 – Exchange of Information

14.1 Cllr J Selby-Boothroyd requested that Britain in Bloom was made an agenda item for the next meeting so that plans and preparation for next year's competition could start.

14.2 Cllr J Webb requested that an agenda item for an update on progress of the Neighbourhood

Plan was included for the next meeting.

14.3 Cllr R Selby-Boothroyd requested that an item for Memorials was included on the next months agenda.

14.4 Cllr Thrussell requested that an item for Allotments was included on the next months agenda.

Item 15 – Date of the Next Meeting

15.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 13th October 2015 at Lyneham Church Hall at 7.00pm.

Item 16 – Close of Meeting

16.1 In accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960, the meeting was closed to the public at 8.45pm. The remainder of the meeting discussed a matter following up on a governance complaint issue.

Signed
Chairman

Date