

## **Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 9th June 2015 in Lyneham Church Village Hall at 7.00pm.**

### **Councillors Present**

Cllrs: Geoff Jackson-Haines (Chairman), Judy Digman, Rod Gill, Ron Glover, Jack Pollard, Lynn Thrussell, John Webb, Tim Webb, Richard Selby-Boothroyd (acting clerk to the meeting)

Also in attendance was Cllr Allison Bucknell, Wiltshire Council.

There were also 11 members of the public present

Before the meeting opened the Chairman welcomed all present.

#### **a. Public participation included:**

1. Nigel Nunns stated that he had investigated the law and sought advice concerning the requirements for a parish council to give notice of meetings and agenda and he disagreed with the description given at the last meeting. He asked whether the Council had taken advice before giving notice of the presentation given at the beginning of the meeting in April.
2. Stevie Palmer asked several questions regarding vehicle access to the playing field in Bradenstoke and asked for these to be minuted. These appear at item 4b in the minutes of the meeting.
3. Claire Holmes referred to the 60 mph speed limit on the road beyond the playing field in Bradenstoke and suggested that opening the gate for vehicle access to the field created a cross roads with the entrance to Bungalow Park. She asked what action the Parish Council is to take to ensure the protection of children.
4. Richard Marshall referred to a "neighbourhood plan" which had recognised a "need for some new development" in Lyneham. He asked whether the Parish Council could define "some new" development.
5. Richard Marshall asked Cllr Allison Bucknell to confirm that 113 new houses are to be built in Lyneham and Purton. He asked if that is correct, why it is that developers want to build on six green fields totalling 47 hectares.
6. Geoff Childs expressed indignation over the state of public footpaths, asked when they are to be maintained and whether there is a footpaths officer of the Parish Council.
7. Kate McFarlane asked about responsibility for cutting the grass area at the top of Preston Lane, as the long grass was constituting a hazard to those crossing the road to the school.

#### **b. The Wiltshire Councillor for the Lyneham Division, Cllr Allison Bucknell reported:**

1. The recent earthworks on farmland at Dauntsey Banks had been inspected by planning officers who had no concerns.
2. The applications for developments at Edmonds garage are still under consideration.
3. There will be closure of Farthing Lane for a few days and traffic disruption on other roads during works to connect the solar farm to the National Grid.
4. The target of 113 houses quoted for Lyneham and Purton are a target set by the planning inspectorate. Prospective developers do not have to justify any increase to the target when proposing development, all of which has to go through the full planning process.
5. Public footpaths are the joint responsibility of landowners and Wiltshire Council. Many parishes have a footpaths working group and there are 3 rights of way officers for the whole of Wiltshire. If Lyneham and Bradenstoke wishes to set up a voluntary footpaths group, guidance is available from Wiltshire Council.

### **Item 1 - Apologies for absence**

- 1.1 Apologies were received from the Clerk and from Cllr Mrs J Selby-Boothroyd.

### **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 from the Annual Parish Council meeting dated Tuesday 12<sup>th</sup> May 2015 and the Planning meeting held on Tuesday 19<sup>th</sup> May were approved as correct by all members present and signed by the Chairman.

### **Item 4 – Consideration of matters arising from Public Participation**

- 4.1 The Chairman explained that the Parish Council strictly abides by the very clear laws and regulations relating to notices of meetings and does not need further advice.
- 4.2 Stevie Palmer's questions were considered as follows:

a. I understand there is now designated vehicle access through Bradenstoke Playing Field. The document outlining the Bradenstoke Playing Field proposal does not appear to be in the public domain; should this not be on the website, included in minutes and/or on noticeboards, informing the residents of the change of practice from limited vehicular access for maintenance and public events?

There is no general access for public events and there has been no change to vehicular access for maintenance. An outline proposal was published on notice boards but removed when the proposal for hard standing was withdrawn.

b. Where can a copy of the Risk Assessment for this proposal be found?

As there is no current proposal for general vehicle access, there is no risk assessment for it; however, any risk assessments compiled in relation to use of the playing field will be located and made available.

c. When is RoSPA Annual inspection due? Does this new practice of allowing unlimited vehicular access comply with RoSPA recommendations due to the close proximity of the play area?

The inspection is due in September. There is no new practice of allowing unlimited vehicular access, however the new, safer configuration of the gate to the field will be included in the RoSPA inspection.

d. Are notices to be installed warning play park users of possible vehicle entry at any time?

This will be reviewed in the light of any recommendations by RoSPA.

e. Who will be responsible for ensuring the large entrance gate is secured as it has been left open twice in the last week?

It will be the responsibility of those who open the gate to ensure that it is closed and secured. The recent failures to close the gate are regretted.

f. Will this vehicular access increase the insurance premium for the playing field?

This will be checked with the insurers but, especially since the entrance gate configuration is being deliberately made safer, it is unlikely that such details will affect the policy which covers all the Parish Council's insurable risks.

g. What further materials are to be purchased to complete the new entrance to Bradenstoke Playing Field as May's minutes quote £426.06 has been paid to Agricentre for gates and posts? Possible expenditure quoted in April's minutes was £418.

A length of low chain link fence is required on each side of the recessed gate position.

4.3 Cllr J Webb reported that Metrocount data is to be gathered to support a request for reduction in the speed limit in Hollow Way and suggested that when that reduction is applied for it might be appropriate also to request a reduction in the speed limit beyond the play area to the end of the single track road.

4.4 Cllr Bucknell had already explained why the Parish Council would not be in a position to define the level of development needed across a wider area.

4.5 Cllr Bucknell had already explained the housing target and outlined the development and planning process.

4.6 Cllr Bucknell had already explained the responsibilities for maintenance of public footpaths. Cllr Gill reported walking all the rights of way in the Parish two years ago and pointed out that there is a map of all footpaths displayed on the wall of the public toilets in Lyneham.

4.7 The Chairman reported that the ownership of the piece of land in Preston Lane was currently not known but that it had already been arranged for a volunteer to cut the grass.

### **Item 5 – Clerks Report**

5.1 Sent in comments to Wiltshire Council on the planning application considered at the May meeting.

5.2 Confirmed with Wiltshire Council that the reflective bollards for the entrance sites at the village hall would be acceptable.

5.3 Ordered the reflective bollards re the above and Liaised with Wiltshire Council to have them installed.

5.4 Liaised with Capt. Paul Young regarding invitations to the REME Beating Retreat and Cocktail Party.

5.5 Liaised with Capt. Paul Young regarding the "Welcome to Lyneham" signs.

5.6 Submitted the Annual Accounts to the External Auditors.

5.7 Liaised with BT to find out how much of the trees interfering with BT cables should be cut back.

5.8 Contacted the Tree Surgeon to obtain price for the above and then to arrange for work to be carried out. Following the Parish Council meeting instructed the tree surgeon to carry out the work.

5.9 Liaised with Val Craft regarding the MOD funding applications for the play parks.

5.10 Updated the play park providers regarding the delay in funding coming from the MOD, which will hold up the installation of the new equipment at the play parks in Lyneham and Bradenstoke.

5.11 Sent in comments to Wiltshire Council on the revised plans for the Edmunds Garage development in Lyneham.

5.12 Wrote to Steve Scothern at Wiltshire Council asking for confirmation that the gullies on the main

road in front of Edmunds Garage are now being monitored and maintained to ensure they do not get blocked again and cause flooding.

5.13 Submitted our request for grit salt and for 2 extra yellow salt bins one to be positioned in Preston Lane and one in Pound Close. WC have responded saying they no longer supply yellow salt/grit bins but if we want any relocated they are happy to discuss that with us

#### **Item 6 – To receive reports from Working Groups, Committee's and representative members of outside bodies**

6.1 Report from Highways and Maintenance Working Group:

- a) Cllr R Selby-Boothroyd met with Mark Stansby (WC) regarding the Welcome to Lyneham signs.
- b) Reflective Bollards have been delivered ready to be positioned at the entrance sites at the Village Hall in Lyneham.
- c) Cllr T Webb had sown wild flower seeds on the agreed area at the Green and in the old lay-by between Lyneham and Bradenstoke.

6.2 Report from Allotments Working Group:

- a) Cllrs T Webb and R Gill have installed the new access gate from the playing field into the allotments. Cllr Glover reported that at a meeting of 14 of the 40 allotment holders, a committee of 4 had been formed to encourage all the holders to keep their allotments tidy.

6.3 Report from Communications Working Group:

- a) Cllrs R Selby-Boothroyd, Glover and J Webb delivered questionnaire to every household in Bradenstoke and Lillybrook reference a Community Shop. The returned questionnaires have been analysed for discussion at the June meeting.

6.4 Report from the Britain in Bloom Sub Committee:

- a) Cllr Glover has requested via the Bradenstoke Bugle that homeowners support the Britain in Bloom competition entry by ensuring their front gardens are as nice and tidy as possible. He has also requested Allotment holders make a real effort to smarten up their plots and is trying to organise a small working party to tidy up the allotment area in general ready for judging day.
- b) Plans are being made to replant the flowerbeds with summer flowers.

#### **Item 7 – To receive an update report regarding the Emergency Planning for Lyneham and Bradenstoke**

7.1 Cllr Glover reported meeting with Marcia Glass to progress the documented emergency plan. There is a nominated flood warden. Salt for icy roads is held by Lawrence Burchell and Tim Webb.

#### **Item 8 – To receive an update report on progress with the Neighbourhood Plan**

8.1 Cllr J Webb reported that the last meeting had been held at a changed location without him being informed. The next meeting is to be on 1st July.

#### **Item 9 – To discuss communications by the Parish Council to include Agendas and Social Media**

- a) The matter of the correct procedure and timing for publication of agenda for Parish Council meetings had already been aired, twice, in public participation and in the meeting itself. It was agreed that the Council will continue to abide meticulously by current legislation.
- b) As raised by a member of the public at the May meeting, the question of again using social media to inform residents about Parish Council meetings and issues was briefly discussed. It was agreed unanimously that, since earlier attempts to use these media had led to abuse, this will not be tried again.
- c) It had been noted by those who attended the recent Area Board meeting that some of the partners due to submit reports at that meeting had neither done so nor even been present. These included Wiltshire Police and the Defence Technical Training Change Programme, both partners whose input at Parish Council meetings is pertinent. It was also noted that few parishes in the Area submit Spotlight reports as all are invited to. It was agreed that Lyneham and Bradenstoke Parish Council will submit a Spotlight report to all future Area Board meetings in the hope that this may encourage better communication among all partner organisations.

#### **Item 10 – To discuss the results from the questionnaires circulated in Bradenstoke regarding a Community Shop and to agree next steps**

Cllr R Selby-Boothroyd read out a report summarising the analysis of the 25% response to the survey. It was agreed that the report be published as part of these minutes on the Parish Council website, that the detailed results by question also be published on the website, that those respondents who gave contact details should be contacted with details of where the reports are published and that an article outlining the results and encouraging interested residents to consider how such a project could be managed be published in the Parish Council magazine.

### **Item 11 - Finance**

11.1 Account Balances inclusive of all cheques written and deposits made - Current Account  
£39570.00

Deposit Account £78121.65

11.2 Report of cheques written and cash received since the last meeting up and including 4<sup>th</sup> June 2015.

| Cheque No | Payee  | Amount  |
|-----------|--|---------|
| 552       | Community Heatbeat Trust – Defibrillators x 3  | 6870.00 |
| 553       | Start Traffic Management – Reflective Bollards | 76.20   |
| 554       | Franklins Garden Design – Tree work            | 425.00  |
| 555       | J Henly – Clerks salary                        | 535.60  |
|           |  |         |
|           | Money Received                                 | Amount  |
|           |  |         |

11.3 Discussion of a proposal for ‘Thank you for not dropping litter’ signs was deferred to a future meeting.

11.4 A maximum of £150 for fencing materials for the recessed entrance to the Bradenstoke Playing Field was approved but it was agreed that the work be deferred pending some resolution of the local disputes over the desirability of the work.

11.5 Cllr R Selby-Boothroyd reported meeting with a Senior Traffic Management Engineer of Wiltshire Council to review locations and designs for potential ‘Welcome to Lyneham’ signs marking the establishment in Lyneham of the Home of Corps of the Royal Electrical and Mechanical Engineers. All three locations had been found to be on highway property and safe positions had been agreed. Adoption of standard shape and size signs had been recommended and could be manufactured and installed by Wiltshire Council contractors at a maximum cost of £2,000. This had been the budget allocated in the last year for village entrances, a project which had failed owing to the proposed locations being unsuitable. The outline design was approved and the reallocation of the former budget item was also approved. It was agreed that, subject to approval of the design from REME Corps HQ, the signs could be ordered.

### **Item 12 - Planning**

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

12.2 Planning application 1504220/FUL – Proposed two storey extension – 35 Lancaster Square Lyneham.

There was no objection to this application.

12.3 Planning application 15/04462/FUL – Two storey side extension, new porch and internal alterations – 5 Boundary Close Bradenstoke. There was no objection to this application.

### **Item 13 – Exchange of Information**

The following issues were raised for action or for further discussion at a future meeting:

- a) The provision of a water supply for the allotments.
- b) The land drain opposite Bradenstoke Village Hall needs clearing.
- c) Defibrillators are due to be received by next month; training dates need to be considered.
- d) A letter is expected from Lyneham Village Hall committee regarding proposals for exterior lighting.
- e) Cllr Glover thanked Cllrs Digman and Thrussell for the work they had done in planting flowers.

### **Item 14 – Date of the Next Meeting**

14.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 14<sup>th</sup> July 2015 at Lyneham Church Hall at 7.00pm. Councillors and members of the public were reminded that first half year applications for grants from the Parish council will be considered at the July meeting.

The meeting closed at 8.45 pm.

Signed ..... Date .....

Chairman