

**Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 14th July 2015 in Lyneham Church Village Hall at 6.30pm.**

**Councillors Present**

Cllrs: Geoff Jackson-Haines (Chairman), Judy Digman, Rod Gill, Ron Glover, Jack Pollard, Lynn Thrussell, John Webb, Tim Webb, Richard Selby-Boothroyd, Judy Selby-Boothroyd.  
Clerk: Jacque Henly

Also in attendance was Philip Howard from Compass Group and Major Chris Baker and Captain Seb Madronal from REME

There were also 29 members of the public present

Before the meeting opened the Chairman welcomed all present.

Public participation included:

a) A presentation from Philip Howard from Compass Group giving information on future jobs available at the MOD site in Lyneham. There was time for questions after the presentation from members of the public.

b) Captain Seb Madronal and Major Chris Baker from REME gave a short introduction of what their roles will be when the MOD site is re-opened in the Autumn.

Prior to the meeting being opened to take questions from members of the public the Chairman read out an important statement to those present:

*First, you are all welcome to be here to observe the open conduct of Parish Council business – that is the law of the land and it is an important part of the way democracy works in this country.*

*Second, the Parish Council is not required by any law to open this meeting to public questions – but this Parish Council believes that local democracy is better served by us doing so.*

*The key word in this part of the meeting is QUESTIONS. This is not an opportunity for anyone with an axe to grind to give themselves a public hearing. I shall ask for questions and if I do not hear a specific question being asked I shall move on.*

*Questions being asked will be noted and then discussed by the Council as part of the business of the meeting. There is no need for anyone to repeat a question which has already been asked this evening.*

*Before asking for questions I would like to remind everyone that this Parish Council has resolved not to enter into answering questions raised in social media. That is not to say that members of the Council do not monitor social media as part of their duty to listen to the views of electors.*

*We are aware of a number of issues aired recently in social media, which have been critical of the Council. However, such remarks as village signs encouraging terrorist attacks, dumping council property in the skip and writing off public money reflect sadly more on the writer than on the Council.*

c) The Chairman then asked if there were any questions

1) Tom Blundell – Asked what the Emergency Plan, mentioned at last months meeting, would consist of.

2) Rev Mark Deville – Asked if anything can be done to supply water to the allotments.

3) Mark Thrussell – Also asked about supplying water to the allotments.

4) Nigel Nunns – Asked if the Parish Council had a preference as to which area of land should be developed following the presentation at the Village Hall.

5) Nigel Nunns – Asked if the Parish Council considered plot 3356 (listed on SHLAA) might be more beneficial for development.

6) Richard Marshall – Asked if Lyneham and Bradenstoke had a Neighbourhood Plan.

7) Tom Blundell – Asked if the Parish Council were aware of it being VJ Day in August and if the Parish Council were going to be organising anything.

8) Tom Blundell – Asked if the Parish Council were still considering putting up 'Thank you for not dropping Litter' signs.

9) Ann Kingdon – Asked if she could see a copy of the words to be used on the disclaimer notice that was coming up later on the Agenda. A copy was handed to her.

10) Ann Kingdon – Asked will the Parish Council commit to improving communication with the electorate of Lyneham and Bradenstoke, especially on matters where there is the potential for controversy.

11) Kate McFarlane – Firstly congratulated the Parish Council on the latest Parish Magazine. She then asked, as there had been so much controversy regarding the proposed wording on the village Welcome signs would the Parish Council be prepared to reconsider and hold some kind of public consultation.

d) Cllr Allison Bucknell had previously sent apologies to the meeting there was no report from her.

e) Phillip Williams from DIO had previously sent apologies with a short report:

*There is very little to report for the month. I have started taking back a number of buildings and a number of the training areas and sports pitches are next. I have asked my counterpart in DIO PPD to look at the Community Benefit Payment and presently this is with the DIO's solicitors. If you require any further information please do not hesitate to get in touch.*

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

1.1 There were no apologies as all Councillors were present.

### **Item 2 – Declaration of Interest in items on the Agenda**

2.1 The following declarations of interest were received:

Cllrs: Gill and Digman regarding the Village Hall letter item 7

Cllrs: Gill and Thrusell regarding the Allotments item 8

Cllrs: R Selby-Boothroyd, J Selby-Boothroyd, Thrusell and Digman regarding the Grant Application item 10d.

### **Item 3 – Approval of Minutes from previous meetings**

3.1 The Clerk reported that a resident who was concerned that the report was not a true reflection of events had contacted her regarding item 7.1 of Tuesday 9<sup>th</sup> June minutes. What was reported in the minutes of that meeting was a true account of what was said at the meeting so therefore the minutes were approved by all members present and signed by the Chairman. However it was agreed that what should have been reported was that Cllr Glover visited Marcia Glass to suggest that they form a sub committee made up of Parish Councillors and residents and then organise and hold a meeting to discuss ideas on how to work together to progress the formulation of an Emergency Plan.

There is already a nominated Flood Warden and it has been agreed that salt supplies for icy roads will be held by Lawrence Burchell at Lillybrook and Tim Webb at Pound Farm in the future.

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

4.1 Tom Blundell's question was answered by Cllr Glover – The Emergency Plan will mainly consist of a Snow Plan, Flood Plan, Serious Fire Plan, Loss of Utilities Plan and Pandemic Flu Plan. A committee of 7 has been set up to meet on 27<sup>th</sup> of this month.

4.2 Questions from Rev Mark Deville and Mark Thrusell were answered by the Chairman – A feasibility study is to be carried out on the cost of providing water for the allotments.

4.3 Both questions from Nigel Nunns were answered by the Chairman – At this time the Parish Council have no opinion on a preferred site for new development or whether site 3356 might be more suitable than the site at Pound Farm. The comments from Parish Council will be sought from Wiltshire Council when a proposed planning application has been submitted by the developer.

4.4 The question from Richard Marshall was answered by Cllr J Webb – Yes a Neighbourhood Plan is in the process of being put together. It is planned that an informal consultation will be arranged before the end of the year.

4.5 A further question asked by Tom Blundell was answered by Cllr R Selby-Boothroyd - Mr Blundell asked what the Parish Council will do to mark the 70th anniversary of VJ Day in August. He was reminded that he asked a similar question about VE Day in March but on the day he had not been in Lyneham himself to hear the church bells ringing, instead attending a service in Royal Wootton Bassett organised by the Royal British Legion branch. He admitted that Royal Wootton Bassett Town Council had not been asked to organise an event to mark VE Day or VJ Day. Since there is no branch of the Royal British Legion in Lyneham, the Parish Council does not intend to organise any such event.

4.6 Tom Blundell's last question was answered by Cllr J Selby-Boothroyd – At this stage the litter signs are just being considered and more discussion is required.

4.7 Ann Kingdon's question was answered by the Chairman – Yes the Parish Council would try improve communication by adding more information to the Agendas.

4.8 Kate McFarlane's question was answered by Cllr R Selby-Boothroyd - Mrs McFarlane asked whether the Parish Council is prepared to reconsider its decision to install Welcome to Lyneham signs with the controversial wording Home of the Royal Electrical and Mechanical Engineers, as there had been considerable negative comment published on facebook. Cllr R Selby-Boothroyd was asked to respond as the lead councillor for the project. He reminded the meeting of the Chairman's opening remarks about the Parish Council's resolution not to respond directly to comments seen on facebook, though councillors did monitor such comments as part of their duty to keep themselves aware of opinions of electors. He pointed out that comments seen had included many which displayed ignorance of the developing future of MOD Lyneham, understandable since the passage of good information into the community from the MOD had been limited. He reminded the meeting that the rationale for installation of the signs had been fully explained in the Parish Council's Summer magazine and this had been seized upon by a few people who objected. One element of the rationale is the arrival in Lyneham of a public visitor attraction, the REME Museum of Technology and the

Parish Council felt that this, along with the reopening of MOD Lyneham, was a massive change to the village of which its residents should be proud. It has been disappointing to learn that a few residents do not share the Parish Council's enthusiasm and have made their negative views widely known. The question asked raises a wider issue, that of growing indications from a few residents that the Parish Council is obliged to carry out some form of public consultation over every decision which some residents choose to object to. Taking that course of action would make the conduct of Parish Council business unworkable. The Council, however, is prepared to conduct public consultations over issues for which a degree of public support is required, an example being the recent survey regarding the idea of a community shop for Bradenstoke, the outcomes of which were also published in the magazine. Cllr Selby-Boothroyd confirmed that the Parish Council is to reconsider the wording on the Welcome signs it has already planned to install.

#### **Item 5 – Clerks Report**

- 5.1 Sent in comments to Wiltshire Council on the planning applications considered at the June meeting.
- 5.2 Arranged for the reflective bollards to be installed at the entrances of the Village Hall car park.
- 5.3 Chased Val Craft regarding funding for the Play Park improvements project to see what progress has been made on MOD funding. The Covenant Funding Scheme is due to re-open in August and an application for funding will be submitted for the first round of grant applications, a decision should be made in September.
- 5.4 Liaised with Phil Carter re grass cutting in Bradenstoke and Lyneham
- 5.5 Liaised with the Parish Council Grass cutter regarding grass cutting in the Parish.
- 5.6 Produced invoices for the Advertising in the Summer edition of the Parish Magazine.
- 5.7 Obtained the cost of a disclaimer notice regarding liability for the use of the tarmacked area outside of the Village Hall after receiving numerous criticisms of the area from the Village Hall Management Committee.
- 5.8 Put an article in the Summer Edition of the Parish Magazine and notices in the notice boards regarding the presentation from Compass Group about the job vacancies soon to be available at the MoD site in Lyneham.
- 5.9 Took delivery of the 3 Defibrillators for the Parish. Delivered one to Church Park and liaised with Cllr Gill about the installation of the other two in Lyneham. Cllr Gill will secure the units to the walls at Piggy's and the public toilets and then arrange for an electrician to make the necessary connections.
- 5.10 Filled in all the necessary paperwork connected to the above defibrillators. Warranty registrations, registration with the Ambulance Service etc.
- 5.11 Filled in a Snow Plan for WC and ordered supplies of one tonne salt bags for storage at Pound Farm and Lillybrook.
- 5.12 Obtained prices for notices for the Play Park at Bradenstoke: No Dogs, No Unauthorised Vehicles, Location notice in case of an accident giving map co-ordinates for Emergency Services.

#### **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) Reflective Bollards have now been installed outside Lyneham Village Hall.
  - b) Snow Plan has been completed and submitted to WC.
- 6.2 Report from Allotments Working Group:
  - a) Cllr Glover cut back the hedge back the hedge alongside the pedestrian access to the allotments.
- 6.3 Report from Communications Working Group:
  - a) Cllr Thrussell put together the Summer Edition of the magazine, collected it from the printers and distributed it around to the various volunteers that help deliver a copy of every household in the parish.
  - b) Cllr Thrussell made contact with the Compass Group and arranged for them to attend the July Parish Council meeting to give a presentation on job vacancies soon to be available at the MOD site in Lyneham.
  - c) The 3 Parish Council notice boards have been treated with linseed oil.
- 6.4 Report from the Britain in Bloom Sub Committee:
  - a) The flowerbeds have had more plants added to them in preparation for judging day.
  - b) The Committee has been working closely with WC by making sure the two villages are looking their best for judging day.
  - c) A pergola was fitted over the notice boards at the public toilets.

#### **Item 7 – To discuss a letter received from the Village Hall Management Committee regarding the tarmacked area outside of the Village Hall**

- 7.1 The Chairman confirmed that the letter from the Village Hall Management Committee had been circulated to all members along with a draft response from the Clerk, the following points were noted:

Area should not be referred to as a car park as we do not want to encourage people to park there if they are not using the hall – for example abandoned vehicles or cars for sale as we have seen recently.

Lighting - Our response to a previous letter has already made our views clear on the lighting issue of the tarmacked area. Our recommendation for the type of installation needed would be a timer system that could be set as and when required for bookings; we would not recommend a movement sensor system, as this would cause a distraction to motorists and possibly annoyance to neighbouring properties. The offer to help support the funding of such an installation still stands as discussed at the February Parish Council meeting.

Disabled Parking Bay - Our response regarding the disabled parking bay has also been made clear in a previous letter. After seeking advice from various authorities and organisations an area of this size does not warrant a disabled parking bay and could be restrictive and cause contention with other hall users who need to use the area for safe loading and unloading of vehicles.

Pedestrian Markings - We have been informed by the Highways Authority that there are no other markings they can use to highlight this being a pedestrian area.

Due to the concerns raised by the Village Hall Management Committee over the risks of using the tarmacked area we will be considering later on the Agenda the purchase of a disclaimer sign explaining the intended main use of the area and that visitors use it entirely at their own risk.

It was resolved the Clerk should send the letter of response to the Village Hall Management Committee.

### **Item 8 – To discuss various items connected to the Allotments**

8.1 The allotment rents have not been increased for a number of years, after discussion it was resolved to increase the annual rent to £18.00.

8.2 A few proposed amendments made to the Allotment Agreement had been circulated previously to members. They include:

The request for an e-mail address and phone number from the Tenants.

The notice period for changes in the Agreement to be changed from three months to two months.

The inclusion of 2 more schedule regulations:

1) The Tenant shall ensure the edges of their allotment are kept trimmed and sharp to give a tidy appearance to the whole site.

2) The Tenant shall not grow trees on their allotment other than small fruit trees, which must be kept pruned to a maximum height of 3 metres.

After discussion it was resolved these amendments should be included in the Allotment Agreement.

### **Item 9 – To receive an update report regarding Britain in Bloom**

9.1 Cllr J Selby-Boothroyd gave the following report:

Two judges from South West in Bloom visited on Friday 10<sup>th</sup> July.

Both Villages were free of litter – hard work by volunteers and the Wiltshire Council team, litter picking, cleaning bus shelters, removing obsolete signs from the roundabout and removing a dead fox from the road.

Public flower displays were given last minute attention.

Lyneham and Bradenstoke Women's Institute contributed with flower tubs and a display in the Church Hall.

Photographs and slides of work during the year were also displayed in the Church Hall.

The Judges' itinerary included two It's your Neighbourhood competition entries – St Michael's Churchyard and Lillybrook Estate.

Also added in the itinerary was Lyneham Primary School's remembrance garden.

Judges were very complimentary about the whole itinerary and portfolio submitted.

Buffet lunch was prepared by volunteers from St Michael's Church and attended by around 50 people from both villages.

The senior judge spoke at lunchtime about the great community spirit she had found here.

The results of the competition will be announced on 24<sup>th</sup> September at a Presentation at Dartmouth College in Devon when we will be given a written report on our efforts.

REME have said they will be happy to help next year with flower displays.

The Senior Judge has since sent a letter thanking Cllr J Selby-Boothroyd for looking after the judges so well and making them feel at home.

### **Item 10 - Finance**

10.1 Account Balances inclusive of all cheques written and deposits made Current Account £38941.73  
Deposit Account £78128.97.

10.2 Report of cheques written and cash received on the current account since the last meeting up and including 8<sup>th</sup> July 2015.

Cheque No	Payee	Amount
556	E.On - electricity	53.14
557	Amenities Fund – Bradenstoke Flowers	79.40
558	J Henly – Clerks Salary	535.60
559	Came & Co – Annual Insurance	1286.15
	Money Received	Amount
	Allotment Rent	15.00
	Advertising in Parish Magazine	25.00
	HMRC – VAT refund	1286.02

10.3 The Clerk had previously circulated sample pictures of various signs: No Dogs, No Unauthorised Vehicles and In Case of an Emergency post code and grid reference signs all for Bradenstoke Play Park and a disclaimer sign for the tarmacked area outside the Village Hall. A total cost for the purchase of all the signs came to approximately £120.00 postage and packing fees will be added when the order is placed. It was resolved the Clerk should order all the signs to be installed at the two locations.

10.4 A grant application received from St Michael and All Angels Church requesting £350.00 towards the costs of the Senior Community Christmas Party was discussed and considered. It was resolved to award the grant.

10.5 A grant application received from Lyneham Primary School requesting £850.00 towards the cost of an extension to last years Community Remembrance poppy art project was discussed and considered. It was resolved to award the grant.

#### **Item 11 - Planning**

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

11.2 Planning application 15/05926/FUL –First floor, rear and side extensions and creation of a double garage – The Hollies Preston Lyneham was considered. There was no objection to this application.

11.3 Planning application 15/06500/TCA – 30% crown reduction to Sycamore Tree – The Stables 62 Bradenstoke was considered. There was no objection to this application.

#### **Item 12 – Exchange of Information**

12.1 Cllr J Selby-Boothroyd asked for Litter to be made an agenda item for the next meeting.

12.2 Cllr Thrussell raised a concern over the size of some of the hedges surrounding the Allotments.

#### **Item 13 – Date of the Next Meeting**

13.1 The date of the next Lyneham and Bradenstoke Parish Council meeting is scheduled to take place on Tuesday 8<sup>th</sup> September 2015 at Lyneham Church Hall at 7.00pm. There is no meeting planned for August.

In accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960, the meeting was closed to the public at 8.05 pm. The remainder of the meeting discussed two matters of a confidential nature which required urgent resolution.

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

Chairman