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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 9th April 2024 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB], Shendie Green [SG], Rod Gill [RG1], Ron Glover [RG2]

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

CHAIR: Frank Ball [FB]

APOLOGIES: John Williams [JW], David Leuty [DL]

ABSENT: Nil

Full Council Meeting Commenced: 19:14

CM24/001 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
Apologies received from Cllr. John Williams [JW], and Cllr David Leuty [DL]

Proposed SB. Seconded FB. Agreed.

IT WAS RESOLVED THAT The Absence Of Cllr John Williams and Cllr David Leuty Be Approved.

CM24/002 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**

SB Declared CM24/008 Proposal 2

CM24/003 **MINUTES OF THE PREVIOUS MEETING, 12TH MARCH 2024**

Proposed FB. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 12th March 2024 Be Accepted As Written.

CM24/004 **CHAIRS ANNOUNCEMENTS**

None

CM24/005 TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT

- The CiL monies have been tracked into a spread sheet and placed on the website. If there are any queries, please contact the Clerk for clarification. The information will be passed to Wiltshire Council as required.
- 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 April.
- The Year-end account shut down is formally scheduled for the 19th April 2024 with Rialtas.
- PKF Littlejohn has notified the Parish Council that Lyneham and Bradenstoke has been randomly selected to participate in an intermediate audit as well as the full external process (5% random selection annually). It is unknown what the auditors will require or the final expense to the Council but on internal auditor advise all normal processes will be followed as in previous year.

CM24/006 TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS

Reviewed and attached as part of the minutes.

OUTSTANDING

- The Dog Park Sign has been damaged and requires replacement. Action EM to contact Highways to discuss replacement and original location.
- Requote for Mares Tail in the allotment as flooding has delayed treatment and quote out of date.
- Hanging Flowers – Link circulated to the Council for thoughts. Council needs a plan and identify locations, type of holders desired, and numbers required.

IN PROGRESS

- Off Calne Road near number 46 Church Lane the brambles are overgrown.
Action: EM to chase up MOD – Work Completed but member of the public contacted the MOD regarding the work completed. EM to speak to MOD again.
- Toilet Block improvements require quotes for the work. Awaiting
- feedback from Councillors and contractors who wish to do the work.
- EM awaiting measurements of the notice boards for 3 notice boards so that costs may be quoted.

- Lyneham and Bradenstoke bus shelters require cleaning. Action EM to get quotes for cleaning and await permissions from Wiltshire.
 - Permission from Wiltshire eminent from Wiltshire Council – Company information sent to the council. – One company identified and will be discussing with the Council for handyman or private company.
- Signage for Pound Close Play Park – needs feedback on where this needs to be located – Action Frank Ball to send EM what is required for pricing.
- Licence 96 submitted to Wiltshire
- Report in progress to Wiltshire Planning re: outdoor workout equipment to be submitted in the next 5 days.
- Fly tipping - Letter drafted – needs to be sent to Council for final review.
- Additional Defib's in Lyneham and Bradenstoke – Site visiting in the next 10 days.
- Tree Stumps to be ground out on the Green.
Action: EM to source a quote for tree stumps to be ground out on The Green –. Emailed for update on the work completion.

COMPLETED

- Post for Bradenstoke SID
- Trees in Allotment – Reviewed and awaiting a quote from KF
- Clack Hill state of the roads – road due to be closed by Wiltshire Council 14.03.2024 from 09:30 – 15:30 for repair.
- Tree Stumps to be ground out on the Green.
Action: EM to source a quote for tree stumps to be ground out on
- The Green – Awaiting response from Kevin Fagen. KF has been out on site and completed an assessment.
- Bollards by dog walking park in Bradenstoke are missing.
Action: EM to ask KI if they have been mistakenly taken during lawn mowing. - Ordered
- Rubbish Bin has been knocked over; a new post is needed. installation. Action: EM to source prices for repair.
- Woodchips for the entry of the dog park. Action – EM to ask KI.
- A tree in the dog park has a fallen branch – Action EM to get quotes for removal of this branch.



- Hedges at the children’s play area are encroaching onto the road and need to be cut back. Action EM to get quotes for the work.
- Ditches in Bradenstoke.
- Trees at Bradenstoke Play Park need to be reviewed as several have died. SG and SB will review and feedback.

CM24/007 **PLANNING**

CM24/008 **To Consider The Following Planning Requests**

[PL/2024/02330](#) **Proposal**

Reinstatement of a stretch of approximately 140m of the B4069, the Lyneham Banks section, located 2km northwest of Lyneham

Site Address

B4069, the Lyneham Banks section, located 2km northwest of Lyneham

Application Type

Wiltshire Council R3

Outcome

No Objection

[PL/2024/02860](#) **Proposal**

Several Field Maple trees – cut away from cable.

Site Address

Highway Verge Bordering Recreation Ground, Bradenstoke, Chippenham, SN15 4EN

Application Type

Notification of proposed works to trees in a conservation area.

Outcome

No Objection

[PL/2024/09760](#) **Proposal**



Timber Frame with tin roof over existing gravel this application is in relation to ENF/2023/00525. Height: 295cm, Width: 504cm, Length: 750cm

Site Address

70, Bradenstoke, Chippenham, SN154EL

Application Type

Householder Planning Permission

Outcome

Objects with Comments

CM24/009 **TO REVIEW THE FOLLOWING FOOTPATH DIVERSION: -**

Proposal

Additional Information Received - To divert LYNE30 from point A to point B shown with a bold continuous line approximately 48 metres with no recorded width, to a route from A to C shown with a dashed line a distance of approximately 37 metres with a recorded width of 2 metres.

Site Address

Footpath 30 (part) (LYNE30)

Outcome

Additional information to include a letter of support from a resident on Preston was sent to the Parish Council for review. The Parish Council position of objection was not changed or amended. EM to notify Wiltshire Council.

CM24/010 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM24/011 **Allotment Working Group**

CM24/012 **To Receive And Discuss The Update, And Next Steps On, The Local Flooding In Bradenstoke**

The Parish Council met with the MOD and Church Park to discuss the flooding situation in Bradenstoke and go through plans of the site.

Subject to agreeing on the conditions of access via the MOD and sorting out the liability insurance, they are confident the remedial work can be done on the allotments area affected by flooding.



The target timeline mentioned for potentially getting the work done is September, assuming the access and insurance matters are resolved.

Two letters from members of the public were read out at the meeting reference flooding at Preston. Those members will be written to following the meeting with a response and list of actions.

CM24/013 **Open Spaces & Play Areas Working Group**

CM24/014 **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.

CM24/015 **To Consider And Agree To The Costings And Style Of New Benches To Be Placed On The Green In Lyneham**

Proposed SB. Seconded SG.

IT WAS RESOLVED THAT Once Agreement For Placement Is Resolved The Council Agreed To Purchase Two New “Dale” Benches At The Cost Of £660 Inc Vat To Be Funded Via CiL Funds.

CM24/016 **To Consider And Agree To The Renovation Of Five Flower Beds At A Cost Of £770 Per Bed**

Proposed SB. Seconded FB.

IT WAS RESOLVED THAT The Parish Council Will Renovate Five Flower Beds At A Cost Of £770 Per Bed To Be Funded Via CiL Funds. RG1 To Install Two Of The Five.

CM24/017 **To Consider And Agree To The Picket Fence Replacement At The Public Toilets At A Cost Of £300**

Motion Lost

CM24/018 **To Consider And Agree To The Installation Of A Post In Bradenstoke For The SID (Speed Indicator Device) At A Cost Of £210**

Proposed SB. Seconded FB.

IT WAS RESOLVED THAT The Parish Council Agree To The Installation Of A Post For The SID (Speed Indicator Device) At A Cost Of £210.

CM24/019 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**

The Next meeting is on the 12th April 2024.



- CM24/020 **Royal Wootton Bassett & Cricklade Area Board Update**
 Next Meeting: 26th June 2024, Clyffe Pypard and Bushton Village Hall, Bushton, Swindon, SN4 7PX, 18:30
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>
- CM24/021 **Public Relations and Communications Working Group**
- CM24/022 **To Consider And Agree A Public Statement Regarding The Recent Criminal Case Involving A Previous Councillor**
 Proposed FB. Seconded SB.
IT WAS RESOLVED THAT The Parish Council Agrees The Public Statement Regarding The Recent Criminal Case Involving A Previous Councillor As Presented.
- CM24/023 **To Consider And Agree An Update To The Co-Option Policy For Lynham And Bradenstoke**
 Proposed SB. Seconded SG.
IT WAS RESOLVED THAT The Parish Council Agree To Amend The Legislation Area Of The Policy With A Review Of The Policy In A Future Meeting, Once Further Information Has Been Obtained.
- CM24/024 **Parish Steward**
 Any issues may continue to be reported on the Mywiltsapp
<https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM24/025 **Defibrillator Working Group**
 No Update
- CM24/026 **Local Highways and Footpath Improvement Group (LHFIG, Formally, CATG)**
 The Next meeting is scheduled for 18th 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.
- CM24/027 **HR Working Group**
- CM24/028 **To Consider And agree The Increase In The Clerks Weekly Hours From Eighteen To Twenty-Five, To Be Reviewed Again In Six Months' Time**
 SB gave an update on the recent appraisal of the Clerk which had a positive and successful outcome. It was proposed by the reviewers that the number of hours available should be increased to meet the demands of the current workload. SB put forward thanks for the work done by the Clerk for the Council.



Proposed SB. Seconded FB.

IT WAS RESOLVED THAT The Clerks Weekly Hours Be Increased From Eighteen To Twenty-Five, To Be Reviewed Again In Six Months' Time.

CM24/029 **FINANCE MATTERS**

CM24/030 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

EM Agreed the purchase of a galvanised post for the SID (Speed Indicator Device) for Bradenstoke at the cost of £255+VAT.

CM24/031 **To Receive For Information, Disbursements Made Since The Last Meeting**

Disbursements received as presented and will be attached as part of the minutes.

CM24/032 **To Consider And Approve The Schedule Of Forthcoming Payments**
Proposed SB. Seconded FB.

IT WAS RESOLVED THAT The Schedule Of Forthcoming Payments Be Accepted.

CM24/033 **To Receive The Bank Reconciliations As Presented**
Reconciliations received.

CM24/034 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Notice received regarding the appointment of a contractor for the rebuild of the B4069 Lyneham Banks, A “blanket notice” of road works to be circulated. The Pre-Election Of Council Management

CM24/035 **TO CONSIDER ITEMS OF MAINTENANCE**

Discussion on clearing a ditch near the Hancock residence and potential maintenance responsibilities.

Area near Church Farm Mews needs attention. The ownership of the area is to be reviewed and the resident contacted by the Council to discuss a solution.

CM24/036 **TO REVIEW A SUMMARY OF THE MEETING'S KEY POINTS & MESSAGES TO THE PUBLIC**

- The Council agreed in principle to place benches on the Green.
- The Council selected the bench type (Bridgeport Seniors bench).
- The Council agreed that the sinking bench on the Green by the church will have concrete put underneath and a new bench installed.



- The Council agreed to renovate five flower beds within the parish, replacing the wooden sleepers with stone edging.
- The picket fence at the public toilets is currently being replaced.
- The post for the Speed Indicator Device has been ordered.
- The appeal related to the Clack Hill site has been received, with a response required by May 14th. The Council may attend the meeting regarding the appeal, which is open to the public or allows registered attendees to speak.

CM24/037

NEXT MEETING

The next Full Parish Council meeting will be held on Tuesday 14th May 2024 at 7pm, at Lynham Village Hall. The meeting will be preceded by the Annual Parish Meeting at 6:30

Meeting closed 20:54

CM24/038

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 RG. 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)

CM24/039

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 correspondence received from the Councils Solicitor and agree a formal response.

All Council Solicitors queries put forward were discussed with a proper Council response to be drafted by EM.

Items regarding access still being reviewed.

No updates on the Section 38 due to a backlog with the Secretary of State. Most items are now on hold pending the S38 decision.

CM24/040

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.



No further information on this development. Outstanding information being sought from Wiltshire Council regarding the CiL agreement.

Closed Session Ended: 21:01

DRAFT

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

Lighting Issues along Eastern Fence Line are being reviewed. The MOD and Wiltshire Council specifically looking again at the ownership of the lights. A site visit was conducted with one of MOD's representatives to work towards getting the lights sorted before next winter.

Bramble Clearing near Church:

The brambles by the church have been cut, but there is a request to have them cut back completely to the fence line. A request for further work has been acknowledged.

Drainage at Church Park, Bradenstoke

There are ongoing discussions regarding the drainage at the Church Park housing area, including contractual issues, damage on MOD property between fence lines, and identifying any potential hazards or services that could be impacted.

Once specific queries as outlined above are adequately addressed work may begin and will hopefully be underway by September.

The MOD has received Noise Complaints from Construction Vehicles and use of generators on the camp.

Several complaints were received 3 weeks ago from Lyneham residents about noise generated by heavy goods vehicles and site infrastructure related to the construction works for the new building associated with the arrival of the RF4 school.

The MOD report covered various operational matters related to MOD Lyneham's facilities and activities, including infrastructure maintenance, environmental concerns, drainage issues, and construction-related noise complaints from residents. The MOD has been reviewing the issue and the Parish Council confirmed that there have not been any complaints raised to the Council.

The MOD was asked about the request to manage the cherry tree outside the entrance to the MOD that is impeding the lights. The MOD was not familiar with



this request and has taken the information forward to seek a solution. FB to write a request to the DIO on behalf of the Council.

PCSO

Apologies for attendance provided the Police and Crime Commissioner report from Phillip Wilkinson attached dated 15 March 2024 as part of these minutes.

Other Public Items Discussed.

No comments

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

Signed _____ Date _____

DRAFT