

Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 12th December 2017 at Village Hall Lyneham at 7.00pm.

Present

Cllrs: G Jackson-Haines (Chairman), Cllr's Judy Digman, Fred Gomme, Del Lambourne, Rod Gill and Tim Webb

Clerk to the meeting: Elizabeth Martch-Harry

Welcome

The Chairman welcomed all present to the meeting.

Item 1 - Apologies for absence

Apologies were received from Cllrs Lynn Thrussell, Justin Wright & Trudie Clarkson

Item 2 – Declaration of Interest in items on the Agenda.

2.1 Cllr Judy Digman made a declaration of interest on item 10.4 on the agenda.

2.2 Cllr Rod Gill made a declaration of interest on item 7 on the agenda.

Item 3 – Approval of Minutes from the previous meeting

Minutes of the Parish Council meeting held on Tuesday 14th November 2017 were approved and were accepted by those present and will be signed.

Approved by all Councillors. Minutes signed by Chairman

Item 4 - To receive items on the Clerk's Report

Clerks Report

1. Received all the clerking files, boxes and documents to start the post.
2. Filed and sorted all the parish documents. Read parish minutes.
3. Organised all the paper financial documents and created spreadsheets of current financial year. Inputted all bank statements for financial year.
4. Sent emails of contact details out to Councillors and all relevant Wiltshire Council members.
5. Contacted utility companies to give new contact details.
6. Banked allotment rents with HSBC.
7. Organised letter to change banking details.
8. Organised clerking training with SLCC to commence shortly.
9. Set up Payroll and contacted HMRC.
10. Went to parish councillors meeting.
11. Prepared and discussed the financial budget for 2018/2019.
12. Got quotes for mobile phone from Carphone warehouse.
13. Researched suitable home office printer to buy for printing minutes etc.
14. Gave councillor information and photo to be put up on the website.
15. Received weekly bulletins for planning which were sent on to councillors.
16. Researched area of Lyneham and Bradenstoke.
17. Organised cheques and invoices and posted payments.

Item 5 - Co-opting New Councillor for Parish

5.1 Mr Darren Hewitt to be co-opted as a new councillor. Darren has lived on and off in the Lyneham area since 1985 and was in the Royal Air Force. He wants to get involved in local matters and feels he has the aptitude and commitment to become a good councillor.

Proposed: Cllr Judy Digman Seconded: Cllr Tim Webb.

Councillors all agreed.

5.2 Mr Darren Hewitt to sign Declaration of Acceptance.

Item 6 – To receive an update and approval of the artwork prepared for the Welcome to Lyneham signs. Agreement of selected words below signage.

6.1 Copy of the final designs for the entrance signs for the village. They were designed by the late Cllr John Webb. Councillors all agreed to the design and for it to be made for the village.

6.2 Several suggestions were made for the wording underneath the sign by the councillors 'Enjoy your visit' and 'Thank you for visiting'. It was opened up to the public for suggestions 'Please drive carefully', 'Respect our village' and 'Welcome'. 'Welcome' was the preferred wording for all 3 signs (*Clerk's note: it has since been noted that 'welcome' already appears on the village sign and alternatives will be discussed for next meeting*).

Item 7 – Public Toilets. To discuss and agree on contractor for public toilets for 2018.

7.1 Cllr Geoff Jackson-Haines sent requests to seven businesses asking for quotes to clean the toilets at Lyneham (list of businesses given out). Only one responded, RKM construction for £456.25 per calendar month making it £5475.00 per annum. WALC were contacted for advice and it is legal, however Cllr Rod Gill would have to declare an interest whenever the toilets were discussed. Agreed that they the parish council didn't want to have the public toilets unclean or closed down. Cllr Rod Gill does a good job, is very reliable and cares about the village. All councillors agreed to RKM construction having the contract for the year.

Proposed: Cllr Del Lambourne Seconded: Cllr.Fred Gomme

Councillors all agreed

Item 8 – To discuss and agree on renewal of Parish Notice Boards for communication purposes.

8.1 Bradenstoke notice board is broken and needs replacing.

8.2 Emergency plans are currently being updated and the parish council need to advertise the contact details more publicly. New notice boards would display contact details. Currently on website, in a folder in Lyneham and Bradenstoke.

Item 9. To receive an update from the Working Groups.

9.1 Update on the Allotments.

Discussed the trees at the back of the allotment. Council are shown photographs of the tree stumps. They will be taken back to ground level and the allotment holder will undertake the work. There will be no cost to the council. All councillors agreed.

All plots are currently taken. One allotment owner has sadly passed away and his wife will be contacted at some point in the new year to decide whether she wants to continue with it or not.

9.2 Update on CATG

Cllr Allison Bucknell discussed that a Wiltshire Council has not informed her how much or if any money will be given to CATG in next years budget.

Bradenstoke junction has moved up the priority list at Wiltshire Council.

Right hand bank with Mr Osbornes property is being considered. Wiltshire Council would like the parish council to pay 50% towards a barrier.

Pavement in front of Co-operative supermarket at the junction of harrow Grove and Calne Road needs replacing and is responsibility of WC. It has been costed at £9000. Cllr Allison Bucknell suggested the parish council pay for it with CATG funding rather than wait for Wiltshire Council highways which could take six months to be agreed.

9.3 Update on Maintenance Group

Cllr Judy Digman informed the council that there are street lights out across the village. She will register these as soon as possible to be dealt with.

9.4 Update on the Highways Group

There is a water leakage down Preston Lane. Thames Water to be contacted.

Item 10 – Finance

10.1. Account Balances inclusive of all cheques written and deposits made:

Current Account £57,486.53

Deposit Account £38,206.97

Cheque Number	Payee	Amount
734	Mr Ray Coles - Donation authorised in October meeting	£20.00
735	Castle Water	£21.02
736	Play Safety Ltd, Rospa Inspection of playground	£193.20
737	Lemon Gazelle - Neighbourhood Plan Training	£800.00
738	Lyneham Village Hall Grant	£1290.00
	Money Received	
	Allotments	£ 178.00

10.2. To agree payments in accordance with the budget as listed and previously circulated to members. All councillors agreed with payments made from the account.

10.3 To agree £1500 funding for Royal Air Force 100 years celebration day. It is planned to lay on refreshments and activities for the day for the village. The amount is up to and not necessarily the whole amount. The aim of the day is to celebrate with donations going to 'RAF Benevolent Fund'. More details will be discussed at the next meeting. All councillors agreed to the funding.

10.4. To discuss grant application for £1500 for sustainability and growth of Lyneham Military Wives. Grant document shown to all councillors. Three representatives were present, Kay – Secretary, Meg and Kizzy – PR, to discuss their proposal. They do not get any financial support from the military. They currently pay in weekly subs but this does not cover all their costs. They would ask for donations when they perform in future to help the sustainability of the choir along with the parish council grant which will help to support their development.
Agreed by all the councillors to give the grant to the Lyneham Military Choir.

10.5. To discuss and approve funding for printer for the clerk. 3. HP Office jet Pro 8725 All in one printer inkjet £144 was selected as the best option.

Proposed: Cllr Del Lambourne Seconded: Cllr Tim Webb

All councillors agreed.

10.6. To discuss providing mobile phone for clerk to be contacted on. Cllr Geoff Jackson-Haines reiterated the situation with the previous clerk at the beginning of the year and needing to protect parish council staff. It would be best to have a separate phone for the public to contact clerk.

Proposed: Cllr Del Lambourne Seconded: Cllr Rod Gill

All councillors agreed.

10.7. To agree and approve the Budget and Precept request for 2018/2019 previously circulated to members. Cllr Geoff Jackson-Haines goes through the budget, highlighting the small raise of 3.6% on this years precept down to the increase in charges for grass cutting.

Small error is noticed for the Neighbourhood Planning, £5000 will be spent by March 2018 and will have £1500 earmarked. Clerk will amend Budget and Precept and email out to councillors asap.

Proposed: Cllr Del Lambourne Seconded: Cllr Tim Webb

All councillors agree on revised Budget and Precept request for 2018/2019

Item 11 - Planning

11.1 An update on planning applications was given by Cllr G Jackson-Haines.

a). To discuss planning application 17/10909/FUL First floor side and rear extensions.
8 Cobden Cottages, New Zealand, SN11 9JL

The Council have no objections

Item 12 – Neighbourhood Plan

12.1. To discuss and update on the Neighbourhood Plan

The steering group was selected at the meeting on 27th November 2017. It was decided to have a rolling Chairman of 6 months and should be someone from the community. Mr Nigel Nunns was nominated and agreed by all. The Vice Chairman is to be a councillor. Cllr Judy Digman was selected. Mrs Jan Kelly was elected to be administrator. All members of the steering group were given tasks and to report back at the next meeting on January 10th 2018.

12.2. To agree on the Steering group to organise and book monthly meetings.

Using the budget the steering group can have the authority to book their own venues and the invoices to be sent to the parish council clerk.

Proposed: Cllr Geoff Jackson-Haines Seconded: Cllr. Tim Webb

All councillors agreed.

Item 13 – 1914 to 1918 WW1 and 100 years of the Royal Air Force

13.1. 1914 to 1918 WW1 Commemoration. Memorial update

Cllr Geoff Jackson-Haines has secured a war memorial for Lyneham. It is a stone cross on a plinth. His contact feels that it would look better on a bigger base. There are currently no words on the stone. This has been offered to the village free of charge, however it is in Manchester. He has spoken to the Quarter Master on MOD Lyneham REME and they have agreed to collect it for the community. A location for this memorial is needed, to be put on the next meeting's agenda.

13.2. 100 years of the Royal Air Force Celebrations. Update

A lot of work has been done for the 21st April. The Air Training Corp area commander has offered four squadrons of the Air Cadets. Vehicles are being sourced to form a stage for the band which has been agreed and booked. The band will give their fee to RAF BF. Tents have been offered from the REME, Cllr Geoff Jackson-Haines has offered two large marques and the church hall has two marques. The village hall and Methodist church have offered their halls to be used for the day which will provide toilets and electricity. Refreshments will be free of charge to the villagers. There will be a tent for memorabilia so if anyone would like to display it they can contact the parish council or if they would like to volunteer to help.

Lyneham Military Wives offer to perform on the day.

The council is trying to arrange for a Hercules to fly over and are in contact with RAF Brize Norton.

Possibility of the Red Arrows going over if they are contacted through the appropriations committee, as they will be flying for Battle of Britain on that day.

Item 14 – Emergency Plans update

14.1 Cllr Justin Wright is updating the Emergency Plan and will bring the document to the next meeting.

Item 15 – Grass Cutting update and to discuss bids for new contractor for 2018

15.1 We have three contractors who have put in a tender for the grass cutting. The parish council were not impressed with the previous contractor and had a number of complaints about the quality of the work. It was

decided to release him from the contract early. Although contractor Kevin Iles House & Garden Services is more expensive, it is per cut and more cuts throughout the year. If it is a hot year there will not be as many cuts and therefore will be cheaper.

15.2 Members of the public mentioned Bradenstoke playing field has been cut and repaired by Kevin and he always maintains a high quality standard. AW services were very poor and hadn't done the Bradenstoke field for a long time.

15.3 All councillors agreed Kevin Iles House & Garden Services to be given the contract for 2018.

Proposed: Cllr Geoff Jackson-Haines Seconded: Cllr. Del Lambourne

All councillors agreed

Item 16 – Exchange of information

16.1 Cllr Fred Gomme said that there are land drainage problems down Preston Lane which has been reported repeatedly. Cllr Allison Bucknall said that Martin Cook from Wiltshire Council was dealing with it. Blocked drains have been requested to be cleared.

16.2 Lights on Bradenstoke junction were not working properly and had been reported.

16.3 More salt needed on the roads and paths as the weather so cold and icy. Cllr Rod Gill filled bin up outside the school. Cllr Tim Webb to order more salt from Wootton Bassett yard.

Item 17 – Date of the Next Meeting

The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 13th February 2018 in Bradenstoke village hall at 7.00pm.

Signed Date
Chairman