



**Clerk to Council: Elizabeth Martin**

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**PARISH COUNCIL MEETING MINUTES**

Minutes of the Full Meeting of Lyneham & Bradenstoke Parish Council held at Lyneham Village Hall on Tuesday 14<sup>th</sup> February 2023 commencing at 7:00pm.

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**MEMBERS PRESENT:** Frank Ball [FB], David Leuty [DL], Stuart Bernard [SB] and Rod Gill [RG]

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

**CHAIR:** Frank Ball

**APOLOGIES:** Shendie Green [SG]

**ABSENT:** None

Meeting Commenced: 19:00

CM22/335 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Cllr. Shendie Green sent apologies.

CM22/336 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
RG declared an interest relating in the Village Hall Grant Request CM22/344

CM22/337 **MINUTES OF THE PREVIOUS MEETING, 10<sup>TH</sup> JANUARY 2023**  
Proposed FB. Seconded SB. Agreed. DL Abstained as not present in the January meeting.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 10<sup>th</sup> January 2023 Are A True Reflection Of The Decisions Made.**

CM22/338 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**  
Reviewed



CM22/339 **CHAIR’S ANNOUNCEMENTS**

The Parish Council has been asked to investigate the legality of using a strip of Parish Council Land to the side of the Lyneham Village Hall to extend options for car parking. The Parish Clerk is working on the outcome of this and will bring back the information at a later meeting.

A small group of Parishioners are looking at the Neighbourhood Development Plan (NDP) and reviewing to ascertain if the NDP requires any amendments. The NDP must be formally reviewed by October 2023 and due to the shortage of Council members community members are helping to bring information to the Planning Committee and the Full Parish Council.

CM22/340 **PLANNING**

CM22/341 **To Receive the Planning Report**  
Report Received.

CM22/342 **To consider the following planning requests**

[PL/2022/09817](#) **Proposal**

Substation associated with development scheme for 50 homes PL/2021/09817

**Site Address**

Land at Pound Farm, Lyneham, Wilts

**Application Type**

Full Planning Application

**Outcome**

No Objection

CM22/343 **TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**

The Charity group Ground Works, who granted money to the Parish Council several years ago to support the creation of the Neighbourhood Development Plan, contacted the Parish Clerk to complete the end of grant report. The Council is obliged to provide evidence that the grant money was fully used correctly. An extensive review has been performed to examine the accounts over the last five years. The original documents were sought from the charity and the report was submitted as requested. The Council believes the grant money was fully used for the creation and referendum of the NDP eighteen months ago.

EM confirmed that a full audit of all Community Infrastructure Money (CIL) and Section 106 (S106) money has been performed and outstanding queries have been sent to Wiltshire Council for clarification.



There have been two additional allotments let out in the last week. The Council now has one vacant and one currently looking to let with an additional two names on the waiting list. The Parish Council will need to move forward with a plan to correct the issues on plot 18 to remove the mares tail weed.

The Parish Council is now entering the time for audit preparation. EM will begin to collate all documents and governance for the Internal Auditor and has contacted the auditor to set a time to meet early in April.

EM and FB will be attending a meeting with a solicitor on Monday 20<sup>th</sup> February regarding information over the Section 38 application for access over Common Land currently applied for with the Secretary of State. See CM22/253 (Nov). The information will be brought back to the next Full Council Meeting in March.

The application to update the Land Title Addresses for Lyneham and Bradenstoke owned Land with Land Registry will be £150 to complete. This fee falls within the Financial Regulations allowance for the Clerk to authorise and will be applied for as soon as possible as it is a legal requirement.

EM confirmed the playground repair contractors will be out to complete the repairs on both play areas listed in the RoSPA Report in the next fortnight.

EM confirmed that the tree in Bradenstoke play area will need to be removed as a safety issue. EM and the Chairman have received a quote of £825 for full removal of the tree and all waste to be removed from the field.

CM22/344 **TO CONSIDER AND APPROVE A GRANT APPLICATION FROM LYNEHAM VILLAGE HALL**

Proposed FB. Seconded DL. Agreed.

**IT WAS RESOLVED THAT The Grant For £2500 For New Fire Doors At Lyneham and Bradenstoke Village Hall Be Approved As Presented**

CM22/345 **SPEED INDICATOR DEVICES FOR THE PARISH**

CM22/346 **TO NOTE THE SUMMARY, REPORT FROM THE MEETING HELD WITH MARTIN COOK AND ALLISON BUCKNELL**

Report Received and Noted



- CM22/347 **TO CONSIDER AND APPROVE TO PURCHASE UP TO 3 SID (SPEED INDICATOR DEVICES) AT A COST OF £2250 EX VAT EACH.**  
Proposed FB. Seconded DL. Agreed.  
**IT WAS RESOLVED THAT The Purchase Of One SID (Speed Indicator Device) At The Cost Of £2250 Ex VAT Be Agreed And Placed On The A3102 At Slessor Road As Agreed With Wiltshire Highways.**
- CM22/348 **TO CONSIDER AND AGREE THE PLACEMENT OF THE SID (SPEED INDICATOR DEVICES) PURSUANT TO THE REPORT**  
Proposed FB. Seconded DL. Agreed.  
**IT WAS RESOLVED THAT The Placement Of The SIDs Pursuant To The Report Is Agreed. The First SID To Be Placed on the A3102 And Slessor Road. Other Sites To Be Finalised With Wiltshire Council.**
- CM22/349 **TREE WORK**
- CM22/350 **To Consider And Agree To Establish A Working Group To Investigate What Trees Need To Be Planted On The Green And Other Areas In The Parish**  
Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT A Working Group To Investigate What Trees Need To Be Planted On The Green And Other Areas In The Parish Be Established.**
- CM22/351 **To Consider And Agree The Members Of The Working Group**  
Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT All Council Members Will Be Listed On The Tree Working Group And Members Of The Public Will Be Invited To Become A Named Member (Subject To Full Council Approval)**
- CM22/352 **To Consider And Agree To Defer The Proposed Tree Works To Post September To Allow Additional Quotes To Be Gathered**  
Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT The Proposed Tree Works Be Deferred To Post September To Allow Additional Quotes To Be Gathered.**
- CM22/353 **To Consider And Agree To The Proposal From Tockenham Parish Council To Attend The Tree Planting Event At Middle Hill Farm Greenway**  
Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT The Parish Council Will Attend The Tree Planting Event At Middle Hill Farm Greenway.**



- CM22/354      **POUND CLOSE WAYLEAVE**
- CM22/355      **To Consider And Agree To The Proposed Wayleave And Works From SSE For Works Beneath Council Land At Pound Close.**  
 Proposed FB. Seconded RG. Agreed.  
**IT WAS RESOLVED THAT The Wayleave And Works From SSE For Works Beneath Council Land At Pound Close be Accepted As Proposed.**
- CM22/356      **To Consider And Agree To Receive A One-Off Payment For Cabling Underground Near Pound Close In Liew Of A Perpetual £2 Per Annum Payment**  
 Proposed FB. Seconded RG. Agreed.  
**IT WAS RESOLVED To Receive A One-Off Payment Of £40 For The Wayleave As Agreed In CM22/355.**
- CM22/357      **WILDFLOWER MEADOW**
- CM22/358      **To Consider And Agree To The Licence From The Defence Infrastructure Organisation For The Wildflower Meadow**  
 Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED To Accept The Licence From The MOD For The Wildflower Meadow As Proposed And To Instruct The Clerk To Sign On Behalf Of The Council**
- CM22/359      **To Consider And Agree The Quote For The Wildflower Fencing**  
 Proposed FB. Seconded SB. DL Against. Agreed.  
**IT WAS RESOLVED To Accept The Quote For The Wildflower Meadow Fencing As Proposed At A Cost Of £800 Labour and £740 + VAT Of Materials.**
- CM22/360      **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM22/361      **Open Spaces & Play Areas Working Group**  
 Playground inspection training completed in January. SG, FB and EM are certified.



- CM22/362 **Allotment Working Group**  
 Letting update noted in item CM22/343. The hedges and ditches have been completed in the allotment area. There has been flooding to the homes next to the allotment site. The additional drainage pipe that was placed 12 months ago had been tampered with and the Council will now look to make a permanent alternation to secure the pipework. The MOD has a work order to complete the ditch clearing on the MOD land. The timeframe for this is unknown.
- CM22/363 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
 No update. Next meeting will be 10<sup>th</sup> March 2023.
- CM22/364 **Royal Wootton Bassett & Cricklade Area Board Update**  
 The next meeting is on the 14<sup>th</sup> March 2023.
- CM22/365 **War Memorial Working Group Update**  
 The pointing completed on the war memorial in Bradenstoke is showing signs of failure. The contractor has been contacted and will be returning in warmer weather to make repairs.
- CM22/366 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**  
 The last meeting was on the 22<sup>nd</sup> February 2023.
- CM22/367 **Public Relations and Communications Working Group**  
 Games and Soup still running and all welcome. SB/SG to provide a written update report for the next meeting.
- CM22/368 **Parish Steward**  
 No updates.
- CM22/369 **TO RECEIVE AN UPDATE AND DISCUSS NEXT STEPS FOR HOLLOWAY FOOTPATH**  
 The Council discussed the previous information pertaining to the installation of a footpath at Holloway in Bradenstoke. Action points before the next meeting is to pull the land titles for both side of Holloway and engage with the local community for input on need.
- CM22/370 **TO RECEIVE AND UPDATE ON CLACK HILL / B4069**  
 Designs for the road are underway, the road will take about 18 months to complete. Start date for proper groundwork is TBC. To be found in Cllr Bucknell's update attached to the minutes and the February 2023 Newsletter and other supporting documents found here <https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/full-council-meeting-february-14th-20234/>



- CM22/371      **FINANCE MATTERS**
- CM22/372      **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**  
 No decisions taken since last meeting.
- CM22/373      **To Receive For Information, Disbursements Made Since The Last Meeting**  
 Received.  
 Disbursements are attached to and form part of these minutes.
- CM22/374      **To Consider And Approve The Schedule Of Forthcoming Payments**  
 Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT the Forthcoming Payments be Approved.**  
 Payments Schedule are attached to and form part of these minutes.
- CM22/375      **To Receive The Bank Reconciliations As Presented**  
 Received.
- CM22/376      **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**  
 Police Budget/Precept to be circulated to Councillors.
- CM22/377      **TO CONSIDER AND AGREE THE USE OF AUDITING SOLUTIONS LTD FOR THE 2022-2023 INTERNAL AUDIT AT A COST OF £355 EX VAT**  
 Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT the Use Of Auditing Solutions Ltd for Internal Audit Be Accepted As Presented.**
- CM22/378      **TO CONSIDER AND AGREE TO THE RIALTAS END OF YEAR CLOSE DOWN OF ANNUAL ACCOUNT FOR AUDIT AT A COST OF £495 EX VAT**  
 Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT the Use Of Rialtas Solutions Ltd for End Of Year Close Down Of Annual Accounts Be Accepted As Presented.**
- CM22/379      **TO REVIEW THE MEMBERS OF ALL WORKING GROUPS AND COMMITTEES**  
 Proposed FB. Seconded SB. Agreed.  
**IT WAS RESOLVED THAT All Council Members Will Be Listed As A Contact For Working Groups And Sub-Committees.**



CM22/380 **TO NOMINATE BRADENSTOKE VILLAGE HALL COUNCIL REPRESENTATIVE TRUSTEE**

Proposed FB. Seconded DL. Agreed.

**IT WAS RESOLVED THAT Cllr Stuart Barnard Will Act As A Parish Council Representative Trustee For Bradenstoke Village Hall**

CM22/381 **TO CONSIDER ITEMS OF MAINTENANCE**

Potholes have been reported on Clack Hill that. This will be reported to the Parish Steward. Any maintenance issues may be reported to <https://www.wiltshire.gov.uk/mywilts-online-reporting>

CM22/382 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**

- Information for Lyneham Banks has been updated and is available for review here: <https://www.lynehamandbradenstoke-pc.gov.uk/community/lyneham-and-bradenstoke-parish-council-16223/full-council-meeting-february-14th-20234/>
- Tree works to be deferred pending another quote for the trees with TPO's listed.
- The Parish Council is reviewing any viable options for a footpath at Holloway and will be engaging with the public for their views.
- Lyneham and Bradenstoke has been given a Grant for £2500 for internal fire doors to be replaced at Lyneham Village Hall.
- The Council has formed a Tree Working Group and will be inviting members of the public to join look at future tree planting and maintenance.
- Lyneham and Bradenstoke has been invited to join Tockenham Parish Council on 22<sup>nd</sup> April 2023 to help plant 105 tree saplings at Grid Ref 782054.
- The Parish Council has purchased a SID (Speed Indicator Devise) to be placed on the Calne side of Lyneham (A3102 and Slessor Road).

CM22/383 **NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 14<sup>th</sup> March 2023 at 7pm, at Bradenstoke Village Hall.

Meeting Closed: 20:41



## SIGNATURE CERTIFICATE



## REFERENCE NUMBER

DB5F14FD-B301-4C73-9C71-7ABD457FBAA7

TRANSACTION DETAILS	DOCUMENT DETAILS
<b>Reference Number</b> DB5F14FD-B301-4C73-9C71-7ABD457FBAA7	<b>Document Name</b> Lbpc Final Mins 14-02-23
<b>Transaction Type</b> Signature Request	<b>Filename</b> lbpc_final_mins_14-02-23.pdf
<b>Sent At</b> 04/15/2023 15:47 EDT	<b>Pages</b> 9 pages
<b>Executed At</b> 05/09/2023 06:57 EDT	<b>Content Type</b> application/pdf
<b>Identity Method</b> email	<b>File Size</b> 471 KB
<b>Distribution Method</b> email	<b>Original Checksum</b> 176163f492157a30394cd026c83bac7001fc328404b5992b3a49ccb7d0f93e28
<b>Signed Checksum</b> aeae9c0d32572e49caea772dd8017184c02740ca8796e72ef0ba145565637e2e	
<b>Signer Sequencing</b> Disabled	
<b>Document Passcode</b> Disabled	

## SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Frank Ball	<b>Status</b> signed	<b>Viewed At</b> 05/09/2023 06:56 EDT
<b>Email</b> frank.ball@lynehamandbradenstoke-pc.gov.uk	<b>Multi-factor Digital Fingerprint Checksum</b> 9062ed2dee4123c99bf744c88d73200eb5f17226b00a98783e08b10a9fe52bc5	<b>Identity Authenticated At</b> 05/09/2023 06:57 EDT
<b>Components</b> 11	<b>IP Address</b> 79.69.15.103	<b>Signed At</b> 05/09/2023 06:57 EDT
	<b>Device</b> Chrome via Windows	
	<b>Typed Signature</b> 	
	<b>Signature Reference ID</b> 789689FF	

## AUDITS

TIMESTAMP	AUDIT
04/15/2023 15:47 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'lbpc_final_mins_14-02-23.pdf' on Chrome via Mac from 98.245.146.141.
04/15/2023 15:47 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
05/09/2023 06:56 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a reminder.
05/09/2023 06:56 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 79.69.15.103.
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