

Clerk to Council: Elizabeth Martin

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>
Email: Parish.clerk@lynehamandbradenstoke-pc.gov.uk
Telephone: 01249 561020
Facebook: <https://www.facebook.com/Lynehamandbradenstokeparishcouncil/>

Ivy House
72 The Green
Poulshot
SN10 1RT

PARISH COUNCIL MEETING MINUTES

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

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, 10TH 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 10th 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 20th 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 10th March 2023.
- CM22/364 **Royal Wootton Bassett & Cricklade Area Board Update**
The next meeting is on the 14th 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 22nd 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 22nd 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 14th March 2023 at 7pm, at Bradenstoke Village Hall.

Meeting Closed: 20:41

Summary of Public Participation Section

Parish Council Chairman, Cllr. Frank Ball opened the meeting and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Update attached to these minutes.

MOD Lyneham Report from Major Vernon Gadsby

The MOD have been approached to use part of the site 10 times a year for them to test the old Formula 1 cars. This is of great interest to the REME because it is older equipment being amalgamated to a new standard. The MOD are conducting noise monitoring around the site to ensure that the noise levels are acceptable. The MOD have been asked how positive news stories can be shared in a timely and wide-spread manner to include the public and interested parties outside of the MOD. This is all in test stage with the MOD to hopefully be finalised later.

There will be some tree work taking place on the MOD site removing the Fur trees at the front of the MOD site. This will involve road closures and will potentially create delays.

PCSO

No PCSO in attendance, no report this meeting.

Royal Wooten Bassett & Cricklade Community Care Group – Mrs K Ashlin

No update.

Other Public Items discussed

None

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

Signed _____

Date _____



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
	31-Dec-22	Unity Bank		Interest	£ 399.79	
Unbanked Receipts						
Allot 3		Allotment Plot Tenant	2021/22	Plot 3	£ 18.00	N/A
Allot40		Allotment Plot Tenant	2021/22	Plot 40	£ 18.00	N/A
Expected Receipts						
Allot39		Allotment Plot Tenant	2021/22	Plot 39	£ 18.00	N/A
Payments Made Since Last Meeting						
2010338	28-Dec-22	B/P to: RKM Construction	December	Toilet Cleaning	£ 456.00	N
2010339	09-Dec-23	B/P to: Elizabeth Martin	November	Pension		N
2010340	08-Jan-23	B/P to: Eon	December	Electric	£ 132.41	P
2010341	08-Jan-23	B/P to: Elizabeth Martin	December	Salary		N
2010342	08-Jan-23	B/P to: Charlton Baker	December 59642	Payroll	£ 16.00	Y
2010343	08-Jan-23	B/P to: Elizabeth Martin	December	Pension		N
2010344	08-Jan-23	B/P to: Bradenstoke Village Hall	20174	Hall Hire	£ 16.00	N
2010346	08-Jan-23	B/P to: Bradenstoke Village Hall	20176	Hall Hire	£ 20.00	N
2010345	08-Jan-23	B/P to: Bradenstoke Village Hall	20175	Hall Hire	£ 24.00	N
2010347	08-Jan-23	B/P to: Logic SHE Solutions	28946	Playground Training	£ 374.46	Y
2010348	08-Jan-23	B/P to: Lyneham Village Hall	16	Hall Hire	£ 36.00	N
2010349	08-Jan-23	B/P to: Bradenstoke Village Hall	20158	Hall Hire	£ 16.00	N
2010350	08-Jan-23	B/P to: Kevin Isles	3616	Grass Cutting	£ 500.00	N
2010351	08-Feb-23	B/P to: Elizabeth Martin	January	Pension		N
2010352	08-Jan-23	B/P to: HMRC	Q3 PAYE			N
2010353	08-Jan-23	B/P to: Elizabeth Martin	January	Salary		N
2010354	28-Dec-22	B/P to: RKM Construction	December	Toilet Cleaning	£ 456.00	N
Forthcoming Approved Payments (not included on Reconciliation)						
		B/P to: Charlton Baker	January	Payroll	£ 16.00	Y
		B/P to: RKM Construction	February	Toilet Cleaning	£ 456.00	N
		B/P to: Elizabeth Martin	February	Pension		N
		B/P to: Elizabeth Martin	February	Salary		N
		B/P to: Lyneham Village Hall		Hall Hire	£ 36.00	N
		B/P to: Eon	January	Electric	Approx £30	P
		B/P to: Charlton Baker	February	Payroll	£ 16.00	Y
		B/P to: Elizabeth Martin	January	Microsoft Expenses	£ 64.31	Y
		B/P to: Elizabeth Martin	February	Microsoft Expenses	£ 64.31	Y
Internal Banking Transfers - To Savings						

* Amounts include VAT



Update for Lyneham and Bradenstoke Parish Council February 2023

Wiltshire Council

Area Boards Meeting

Our next meeting will be TUESDAY 14th March 2023 in Clyffe Pypard and Bushton Village Hall starting with networking at 1800, meeting proper starts at 1830.

Deadline for grant applications is February 14th 2023.

Apologies for the clash with the Parish Council meeting!

Local Highway and Footway Improvement Group (LHFIG).

Next meeting February 22nd 1800 via Teams.

The Parish Council has one priority request for dropped kerbs in Bradenstoke. The latest update is that unfortunately this will have to wait until after April for scheduling as Wiltshire Council is taking on a new contractor who will be responsible for implementing these projects.

Community Safety Forum

Next virtual meeting will be Friday March 10th 2023

Cost of Living

Wiltshire Council has a number of measures in place to assist residents where possible with the Cost of Living issues.

The Council has updated its web site with latest information

<https://www.wiltshire.gov.uk/article/6665/Council-tax-benefits-and-financial-support>

The Wellbeing Hub is still available for those who need support, and the council is coordinating details of foodbanks and warm spaces.

James Gray MP has sent info regarding the scheme for park home residents to claim their energy grants. It looks as though they will need to complete an application form and the grant will be paid out by the local authority. This form should now be available by end of February 2023.

<https://www.gov.uk/get-help-energy-bills/offgrid-park-mobile-care-home>

Please note, this is not a Wiltshire Council scheme.

Local

Lyneham Banks

Clack Hill one way system installed, the main issues now seem to be motorists ignoring the one way system or speeding. This was raised by Cllr Green with at the Community Safety Meeting where it was explained that all reports either to 101 or direct to the local CPT are followed up. I have also been speaking to Morrisons about the number of delivery vehicles going the wrong way up the one way system. I am told that this was due to the delivery scheduling system and that a block has now been put on that route. This should also apply to Ocado.



The local Police have been asked again to take more action on both the 1-way system contraventions and the speeding.

Traffic monitoring was carried out before Christmas and the latest results are now available.

There are no plans to change anything in Bradenstoke.

As a result of the partial closure of Clack Hill there has been a significant increase in traffic on Bowds Lane and Trow Lane. Residents there are unhappy and have requested action there. The possibility of introducing a one way system there has been mooted, feedback has to be received by February 17th and the results will be shared after that.

The February Lyneham Banks newsletter has been published. This has caused some concerns among local residents as the indicative timescales have slipped back 6 months. The suggestion of a further village meeting has been made. At this point there is no detail that can be shared about the future options. Officers are happy to answer any questions, these can be sent to the lynehambanks email address and will get an answer. I have asked for the FAQ section to be updated on the Lyneham Banks web page. <https://www.wiltshire.gov.uk/article/6085/B4069-Lyneham-Banks>

Please use the email address lynehambanks@wiltshire.gov.uk for all correspondence..

Planning / Development

I am in regular contact with the project manager from Vistry for the Pound Farm development, most recently regarding mud on the road.

There are a number of planning applications in the area which have been awaiting a decision for some considerable time. I am chasing officers for responses.

Speed Indicator Devices

I recently met with Parish Council reps and Wiltshire Council officers to investigate potential sites for locating SIDs. This is an item on the Parish Council agenda.

Footway request – Hollow Way, Bradenstoke

I recently met with Parish Council reps to discuss a potential footway request for Hollow Way. This has been investigated many times in the past, the difficulty is that there is a pinch point which is not wide enough for a footway to be installed.

An option was considered previously which involved MoD land, this was flatly refused. Cllr Ball will ask again but progress on a footway relies on going onto what is currently privately owned land.

Bradenstoke Solar Farm Community Benefit Fund

Details of all grants and the application process can be found on the website <https://www.bradenstokesolarfund.org/>

Subject: Lyneham Banks – February Newsletter

Date: Friday, 10 February 2023 at 10:34:31 Greenwich Mean Time

From: Wiltshire Council

To: Elizabeth Martin

[View this email in your browser](#)

9 February 2023

Lyneham Banks – February Newsletter

In February 2022, a major landslip occurred on the B4069 at Lyneham Banks. Throughout 2022 we monitored ground movements to find a suitable window to access the site safely and undertake intrusive surveys. Following a period of significantly reduced ground movement during summer 2022 we were able to access the site and begin these investigations in late autumn 2022.

Ground investigations completed

The on-site ground Investigations were completed before Christmas, the information obtained through these investigations will help us to gain a better understanding of how the land failed and to develop design options for repairing the road. A ground investigation report is currently being prepared. This will clearly outline these findings and allow us to look at options for repairing the road.

Recent land movements

In early January 2023 we were alerted to a new ground movement in the area. This movement was within close proximity to the February 2022 landslip but on a significantly smaller scale. The localised landslip occurred between the Motorholics site and the public right of way (LYNE31) that runs along the top of the ridge. Our officers and consultants attended the site the following day to observe the land movements and discuss the situation with the local residents and businesses. We will continue to monitor the site.



Ongoing monitoring

As part of the ground investigations, we installed a number of long-term monitoring points to help us keep an eye on ground movements and also the water table in the area. This information will help feed into our overall understanding of the Lyneham Banks area, how and when movements are triggered and the impact of ground water on the bank. It will also help us to understand why the land moves and help us to design the remedial works.





Traffic surveys - December

In December, we undertook a further round of traffic surveys to help understand the impact of the B4069 closure and the recently introduced traffic management changes in the area. The results showed that traffic volumes on some local roads have increased due to the Clack Hill restrictions, while the average speed on most of the surveyed roads decreased. We are continuing to monitor the traffic management in the area and bringing forward further changes as and when required. A copy of the traffic survey report can be found on the [Lyneham Banks webpage](#).

Programme of works

- Design work: ongoing - winter 2023/24
- Procurement: winter 2023/24 - spring 2024
- Construction: spring 2024 - TBC



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