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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 13th June 2023 commencing at 7:00pm.

MEMBERS PRESENT: Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Stuart Bernard [SB], John Williams [JW] From CM23/077

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

CHAIR: Frank Ball [FB]

APOLOGIES: Rod Gill [RG1]

ABSENT: David Leuty [DL]

Meeting Commenced: 19:52

CM23/071 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
David Leuty [DL] Absent
Cllr Gill sent his apologies via RG2.

CM23/072 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM23/073 **MINUTES OF THE PREVIOUS MEETING, 14TH MAY 2023**
Proposed FB. Seconded SB. Agreed.

IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 14th May 2023 Be Accepted As A True Reflection Of The Decisions Made.

CM23/074 **MINUTES OF THE ANNUAL PARISH MEETING, 14TH MAY 2023**
There was no meeting content, only informal discussion.



CM23/075 **TO CONSIDER AND AGREE TO CO-OPT MR (MERVYN)JOHN WILLIAMS AS A PARISH COUNCILLOR FOR LYNEHAM AND BRADENSTOKE**

CM23/076 **To Receive An Oral Presentation From Mr Williams**
Presentation Received

CM23/077 **To Consider And Agree To The Co-Option Of Mr Williams**
Proposed SB. Seconded FB. Agreed.

IT WAS RESOLVED THAT Mr (Mervyn) John Williams Be Co-Opted To The Lyneham And Bradenstoke Parish Council.

Mr Williams signed the Acceptance Of Office and joined the meeting.

CM23/078 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**

- Tree in Bradenstoke now removed (split one on play park). There is an additional one on the dog park.
- List of requests from residents for tree works. EM will review.
- Completing information on bus shelters for WC.
- Looking at dates for Councillor Training.
- Still awaiting a 3rd quote for the tree work on the TPO's in Lyneham for tree work.
- Reports of parking on the green near the barber's shop. Letter to be sent to ask to cease.
- Appraisal date set, June 21st.
- Dealing with issue of dead birch tree.

CM23/079 **CHAIR'S ANNOUNCEMENTS**
None

CM23/080 **PLANNING**

CM23/081 **To Consider The Following Planning Requests**

[PL/2023/03849](#)

Proposal

Replacement metal

Site Address

The Old Rectory, Lyneham, Chippenham, SN15 4PQ

Application Type

Listed building consent

Outcome

No Objection/No Comment

[PL/2023/04321](#)

Proposal

T1 - Beech tree - fell

T2 - Beech tree - crown reduction by 20%

Site Address

Fern Farm, Bradenstoke, Chippenham, SN15 4EX

Application Type

Consent under Tree Preservation Orders

Outcome

No Objection/No Outcome

**Town and Country Planning Act 1990 S.257
Footpath Lyneham 4 2023-008**

Proposal

Diversion Of Footpath Lyneham 4

Site Address

Land At Pound Farm South View

Application Type

Footpath Diversion

Outcome

No Objection

CM23/082 **GREEN FARM UPDATE**

CM23/083 **To Discuss Options For An NHS Surgery In Lyneham**

FB stated that over the last five years the NHS have been uninterested in opening an additional surgery in Lyneham.

8000 residents per doctor, and therefore not viable.

CM23/084 **To Discuss Options For An Administration Office For The Parish Council/Clerk To Be Built By The Developers**

This was felt to be unnecessary.

CM23/085 **CLACK HILL – B4069 UPDATE**

14% of traffic heading west are exceeding 24mph.

The road around Park Farm (and other roads in the area) will be repaired as part of the overall programme.

Wiltshire Council has no plans to reopen Clack Hill as two-way in the near future.

CM23/086 **To Discuss Signage On Clack Hill**

Following the work on Clack Hill, the barrier was moved and some signage. Signage is being replenished (hopefully by end of the month). The barrier should also be on the list.

CM23/087 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**

Audit is still being worked on.

North side of Preston Lane has had a CA17 notice. There is no formal consultation, it is a way to record a parcel of land is not part of a common land or right of way. This land is owned by Barrett. This is an informational notice.

FB and EM had attended a peer review of the Wiltshire Planning Process. It was poorly attended. There is a great deal of frustration with Planning and the process in general.

EM had also attended a WALC conference. Equal level of frustrations. MP Danny Kruger was present and sympathetic to the issues.

CM23/088 **TO CONSIDER AND AGREE THE PURCHASE OF A SECOND SID (SPEED INDICAOR DEVICE) AT £2250.00 EX VAT TO BE PLACED TEMPORARILY (4WEEKS) IN BRADENSTOKE WITH PERMINANT PLACEMENT ON THE A3102 NEAR POUND FARM.**

Proposed SB. Seconded SG. Agreed.

There are four possible locations but with on-going developments the location needs additional discussion with Highways. Council will purchase the SID and meet with Highways to refine the location.

IT WAS RESOLVED THAT The Council Would Purchase A Second SID (Speed Indicator Device) At £2250 Ex VAT

Action: EM to arrange a further site meeting with Highways to refine the potential locations.

CM23/089 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**

CM23/090 **Allotment Working Group**

CM23/091 ***To Consider And Agree The Request Of An Allotment Holder To Keep Chickens On The Allotment Site.***

No Objection. Council is required under law to permit the keeping of Hens.

- CM23/092 ***To Consider And Agree The Letter To The Allotment Holders Regarding The Terms Of Contract Item 5, Schedule and Regulations Item 4, And Item 5.***
 Agreed.
 Action: EM to write to all allotment holders to remind them of the contract obligations including with requirement to maintain the plot. The letter will also address the issue of sheds erected off-plot.
 Action: EM to arrange a meeting with allotment holders who wish to discuss the allotments in general.
- CM23/093 **Open Spaces & Play Areas Working Group**
- CM23/094 ***To Consider, In Principle, The Installation Of A Table Tennis At Bradenstoke Play Park***
 Agreed.
Action: EM to send out a survey and gather information for a future decision.
- CM23/095 ***To Review The Grass Cutting Contract Agreed From 2022-2025***
 Current contract is up to 16 cuts per year.
 Council felt that more strimming is needed rather than just grass cutting. Strimming should be done around trees, benches etc.
Action: EM to talk to the contractor
- CM23/096 ***To Consider And Agree The Use Of The Playing Field For Parking On Saturday 26 August For The Bradenstoke Village Fair***
 Proposed RG2. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Use Of The Playing Field For Parking On Saturday 26 August For The Bradenstoke Village Fair Be Agreed.
 Action: EM to write to the organisers
- CM23/097 ***To Consider And Agree The Use Of Fencing For The Wildflower Garden Fencing Of £915.40***
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Fencing For The Wildflower Garden Fencing Be Done At A Cost Of £915.40
- CM23/098 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
 The meetings are the second Friday of each month.
 RG2 in attendance. Police rural crime team presentation received.



- CM23/099 **Royal Wootton Bassett & Cricklade Area Board Update**
The next meeting is on the 22nd June 2023, 6:00 pm at Lyneham Primary School. RG2 to attend.
- CM23/100 **War Memorial Working Group Update**
Works have not been undertaken for repairs after the frost damage. EM has contacted the contractor who is coming out to attend to the issues.
- CM23/101 **Public Relations and Communications Working Group**
Clean-up planned for Bradenstoke.
- CM23/102 **Parish Steward**
The Parish Steward schedule has been sent out and placed on Teams.
Parish Steward is confirmed for June and July. EM has circulated the dates when he will be in attendance.
Bus Shelters still need cleaning. One of the bus shelters has some wires exposed (unknown if they are live). Parishioner who reported will forward details to AB.
Any issues may continue to be reported on the Mywiltsapp <https://www.wiltshire.gov.uk/mywilts-online-reporting>
- CM23/103 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
The dropped kerbs have been completed There is one item for consideration with the LHFIG committee. The Council will review the requests with LFHIG and any new projects required in the September meeting.
The next LHFIG meeting is due to be held 19th July 2023, 6pm, Cricklade Town Council (TBC)
The Parish Council wishes to express its thanks for completing the installation of the dropped kerbs.
- CM23/104 **To Consider And Agree To The Contribution Of An Additional £500 Match Funding For The Dropped Kerbs At Bradenstoke**
Proposed SB. Seconded FB. Passed.
EM attended LHFIG meeting where the agreement was £1500 match funding. However, since the original quote was given the costs have increased and Council needs to meet 25% of the cost – therefore the £1500 has increased to £2000.
IT WAS RESOLVED THAT the contribution for the drop-kerbs in Bradenstoke be increased by £500

CM23/105 **FINANCE MATTERS**

CM23/106 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

Tree work has been requested in Bradenstoke for £825

CM23/107 **To Receive For Information, Disbursements Made Since The Last Meeting**

Deferred.

CM23/108 **To Consider And Approve The Schedule Of Forthcoming Payments**

Deferred Proposed SB. Seconded FB. Agreed.

IT WAS RESOLVED THAT the Forthcoming Payments be Deferred.

Payments Schedule are attached to and form part of these minutes.

CM23/109 **To Receive The Bank Reconciliations As Presented**

Deferred Proposed SB. Seconded FB. Agreed

IT WAS RESOLVED THAT the Forthcoming Payments be Deferred.

CM23/110 **To Receive And Approve The Annual Renewal Of Insurance With Aviva at £821.62 ex VAT/Administration Fee**

Proposed FB. Seconded SB. Agreed

IT WAS RESOLVED THAT the Insurance Renewal Be Accepted

CM23/111 **To Receive And Approve The Annual Renewal Membership To WALC/SLCC (Wiltshire Association Of Local Councils And Society Of Local Council Clerks) at £1105.76**

Proposed SB. Seconded RG2. Agreed

IT WAS RESOLVED THAT the Membership Be Renewed

CM23/112 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

Levelling Up Document has been circulated.

CM23/113 **TO CONSIDER ITEMS OF MAINTENANCE**

Noticeboard is falling apart in Bradenstoke and needs to be replaced.

Play Parks need require attention on some surfaces under the play equipment. EM has contacted Aplins for a quote, still waiting, will chase.

Some painting work needed too. Bench in Dog area needs repair – its sinking in the middle.

The bollard in Bradenstoke has been damaged by a passing lorry. This requires immediate attention. EM to get quotes for repairs.



Any maintenance issues may be reported to
<https://www.wiltshire.gov.uk/mywilts-online-reporting>

- CM23/114 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**
- The Council welcomes John Williams as a new Councillor
 - SID has been installed and a second one is to be purchased
 - Investigating something items for the play parks.
 - Council expresses their thanks for all those in the community who are helping make the Parish a nicer place to live.
- CM23/115 **NEXT MEETING.**
 The next Full Parish Council meeting will be held on Tuesday 11th July 2023 at 7pm, at Bradenstoke Village Hall.
- CM23/116 **To Consider And Agree To An Additional Meeting To Be Held On June 27th To Review And Approve The Annual Accounts (AGAR)**
 Agreed.
 Date to be confirmed, planned for the 27th but moved earlier if material is available for review.

Meeting Closed: 21:18

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Summary of Public Participation Section

Public Participation Started 19:00 – Ended 19:52

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

- Concerns over Green Farm proposed development due to underground high voltage cables
- Lighting for MOD Lyneham (when turning right): concerns on lights which appear to belong to the MOD. Looking at getting the lights re-activated
- Grounds maintenance looking at what can be done on flooding at Bradenstoke. MOD has assigned £50k for work in this area.

PCSO

No PCSO in attendance, no report this meeting.

Report received and posted to the website.

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

No update.

Other Public Items discussed.

Question raised on when signage of greenfield estate will be put in.

- AB will talk to highways.

Question on why the SID in Bradenstoke will be there for only 4 weeks.

- Council will add the SID and monitor for 4 weeks as a trial before making any additional decisions. There needs to be required distance for the speed detection to work properly. There is nowhere in Bradenstoke that conforms, therefore the location chosen needs to be monitored and assessed.

Issue raised on the length of grass at Goatacre.

- EM will report to Highways.

Issue raised on the state of noticeboard at Harrows/Lancaster Square.

- Ownership of the noticeboard is being established.

Parishioner also suggested a litter pick should be held in Lyneham as being done in Bradenstoke.



- FB has spoken to the RSM and they are happy to perform a pick around the quarters. MOD also arrange for road sweeping if little builds up between the camp and The Mallard.

Question on how the council will control pests that will possibly happen should chickens be kept at the allotment.

- RG2 stated that there are already rats in and around the compost area. Some of the allotments are also untidy and this may be encouraging rates. SG stated that the presence of rats are not confined to the presence chickens – the allotments need to be kept tidy.

Question on the proposed outside Table Tennis table, how will this work and what investigations have been done.

- SB stated that he had observed similar at Shipton Bellinger. SB also spoke to some people using the football field who said they would use it. Council will discuss and investigate play options in the main agenda.

Point raised that there are 10 bus shelters believed to belong to Wiltshire Council. Some are in a parlous state. Will the PC request transfer of ownership to them from WC so that the Parish Council may maintain and improve them.

- The PC is discussing ownership and options with WC. WC have been asked over the years to maintain, but don't.

Point raised that the general standard of Parish is lower than years before. Debris from trees, overgrown grass around benches, rubbish, weeds etc. Noticeboards are also in need of repair.

- Council is looking at options on the various issues. They don't all fall under one area.

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

Signed F Ball

Date 10/26/2023



Update for Lyneham and Bradenstoke Parish Council June 2023

Wiltshire Council

Area Boards Meeting

The next Area Board meeting will be [Thursday 22 June 2023 6.00 pm](#) at Lyneham Primary School

Local Highway and Footway Improvement Group (LHFIG).

Next meeting July 19th 1800.

The Parish Council priority request for dropped kerbs in Bradenstoke has been implemented at St Mary's Close and Boundary Close. Additional requests were made for dropped kerbs at the top of Clack Hill which were not possible due to underground services in the pavement..

Community Safety Forum

Next virtual meeting will be Friday July 14th 2023. Notes from the meeting on June 9th have been sent to the PC reps.

Local

Lyneham Banks

Repairs have been made to Clack Hill.

Signage has been reviewed and will be replaced/upgraded as necessary over the next few weeks.

The next road survey is due in July.

Works continues on the repairs. The Council is in the process of obtaining the land required to carry out the repairs – this is extensive.

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

Planning / Development

Revised plans have been submitted for Green Farm.

PL/2022/0521- Clack Hill Yard. This is currently scheduled to go to Strategic Planning Committee on July 19th. To be confirmed.

Anti Social Behaviour – Slessor Park

Concerns have been raised about the level of ASB at Slessor Park. Options are being considered as to how to tackle this and may require some Parish Council input in the near future.

Bradenstoke Solar Farm Community Benefit Fund

**Councillor
Allison Bucknell
Lyneham**



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


SIGNATURE CERTIFICATE



REFERENCE NUMBER
D1C8AD5E-553B-4033-9A33-AF830870FDED

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number D1C8AD5E-553B-4033-9A33-AF830870FDED	Document Name LBPC Final Mins 13-06-23
Transaction Type Signature Request	Filename LBPC_Final_Mins_13-06-23.pdf
Sent At 10/26/2023 08:45 EDT	Pages 12 pages
Executed At 10/26/2023 09:03 EDT	Content Type application/pdf
Identity Method email	File Size 549 KB
Distribution Method email	Original Checksum f25eb73b72ade5b59d521554946e3b985dfa16b8fc6ee21824150b8a25c4027f
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Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 10/26/2023 09:01 EDT
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum 322eff35ae99b03dc52d06da388d8d005401b9438d9367198087ee69ef2e1add	Identity Authenticated At 10/26/2023 09:03 EDT
Components 12	IP Address 92.4.213.57	Signed At 10/26/2023 09:03 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 618B0D70	

AUDITS

TIMESTAMP	AUDIT
10/26/2023 08:45 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_Final_Mins_13-06-23.pdf' on Chrome via Mac from 217.32.114.120.
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10/26/2023 09:01 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 92.4.213.57.
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