

Draft Minutes of Lyneham & Bradenstoke Parish Council Meeting held on Tuesday 15th August 2017 at St Micheals Church Hall Lyneham at 7.00pm.

Present

Cllrs: G Jackson-Haines (Chairman), T Webb, R Gill, F Gomme, J Wright and J Digman
Clerk to the meeting: Cllr Judy Digman

Welcome

The Chairman welcomed all present to the meeting:

Chairman requested all to stand for a moment of silence in memory of Cllr John Webb who died last week.

1) A representative from MoD was not present to give a report.

2) Wiltshire Cllr Allison Bucknell had sent her apologies prior to the meeting.

3) The Chairman explained how the public participation part of the meeting would be conducted and then asked if there were any comments regarding items on the agenda.

The questions raised by members of the public were all answered.

Item 1 - Apologies for absence

Apologies were received from Cllrs Thrussell, Clarkson and Lambourne.

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

There were no declarations of interest in items on the agenda.

Item 3 – Approval of Minutes from the previous meeting

Minutes of the Parish Council meeting held on Tuesday 13th June 2017 were approved by those present and will be signed following the meeting.

Item 4 – Cllr Ron Clovers resignation and Vacancy

The Chairman had received an email from Cllr Ron Clover stating that due to ill health he intended to resign. The chairman visited Cllr Ron Clover and thanked him for all his hard work over the years.

A vacancy has been advertised in the Parish notice boards.

Item 5.1 - To receive items on the Clerk's Report

5.1 The Chairman mentioned that during this period the Clerks duties had been covered by Cllr John Webb, Cllr Trudie Clarkson and himself.

Cllr Trudie Clarkson will be undertaking the clerk's role in the future whilst serving as a Councillor. This will be an unpaid position as she is a Councillor. However, when the Council is in a stronger position with numbers, Trudie Clarkson will consider taking on the position more permanent.

5.2 Discussions had been held with Ms Stevie Palmer on the neighbourhood plan.

Item 6 – To receive update reports from working groups, committees and representative members of outside bodies.

6.1 There are no updates from the Working Groups. However, due to the events over the last two months some changes need to be made to the working parties. They are as follows;

Item 7 – Members and Committees.

Administration and Employment Committee – Cllrs. Jackson-Haines (Lead), Thrussell

Finance Committee – Cllrs Jackson-Haines (Lead), T Webb and TBC

Planning Committee – Cllrs J Wright, Gill, Jackson-Haines and T Webb

Item 8 - Appointment of Members to serve on the following Working Groups:

Allotments - Cllr: D Lambourne (Lead) Thrussell, Gill and T Webb.

Communications Working Group - Cllrs Thrussell (Lead) Digman and Jackson-Haines.

Highways and Maintenance Working Group – Cllrs Lambourne (Lead), Thrussell, Gill, Digman and T Webb

Open Spaces Working Group – Cllr T Webb (Lead), Thrussell, Gill and Digman

Young People and Family Working Group – Cllrs Thrussell (Lead) Lambourne and Digman

Flower Beds and Litter – Cllrs Jackson-Haines (Lead) Thrussell, Gill, Digman and Lambourne

Webb Site – Cllr J Wright.

Item 9 - Members of Outside Representative Groups

Bradenstoke Community Benefit Fund – Cllr G Jackson-Haines.

Community Area Transport Group – Cllr R Gill.

Lyneham and Neighbouring Parishes Forum – Cllr T Webb(Lead) All Cllrs are welcome at attend.

Lyneham Relief in Need – Parish Council Representative Malcolm Petch (Former Parish Councillor).

Lyneham Village Hall Trust – Cllr T Webb.

Neighbourhood Planning – Cllrs Jackson-Haines, Digman and Clarkson.
 Royal Wootton Bassett & Cricklade Area Board – Cllrs Jackson-Haines (Lead) T Webb, All Councillors encouraged to attend.

Item 10 – Neighbourhood Plan

Volunteers will be contacted shortly to set up the Neighbourhood Plan Steering Group. We are arranging a meeting in the Village Hall to invite all those people who have shown an interest in joining the Neighbourhood plan. The Neighbourhood plan will be explained to those present and we would be asking people what they can contribute to the group. The Meeting will be arranged in September.

Item 11– Finance

- 11. a. Account Balances inclusive of all cheques written and deposits made –
- b. To agree payments in accordance with the budget
- c. Cheques written to the following;

Cheque No	Payee	Amount
	Eon	94.27
	AON Insurance Policy	860.00
	Castle Water	7.87
	Sovereign (play park)	7,272.00
	Money Received	Amount

b.To discuss and approve the funding for an additional hard drive for the Parish Council business. We have received the following quotes;

- 1. 2TB £79.99
- 2. 1TB £59.99
- 3. 500GB £49.99
- 4. 4TB £114.99

The Chairman proposed that quote number 4 be adopted as this hard drive will be able to hold all the information that needs to be maintained by the Parish Council. The use of the Hard Drive would improve Data Protection.

Proposed by; Cllr Jackson-Haines. Seconded by Cllr T Webb

Approved by all to purchase quote no 4 £114.99.

Item 12 – Grant Applications

- a) Community Christmas Party. Presented by Mrs Jenny May. The annual Christmas party for the more mature members of Lyneham and Bradenstoke community.
 Proposed by; Cllr Jackson-Haines. Seconded by Cllr J Digman.
 Approved by all for the grant up to £500.00.
- b) Village Hall requested a grant for painting and decorating of the Hall. This is part of a larger grant request being made to the Community Fund, Original amount of the request has been reduced to £1,275:00
 Proposed by; Cllr F Gomme. Seconded by. Cllr J Digman
 Approved by all for the grant of £1,290:00

Item 13 – Planning

13.1 An update on planning applications was given by Cllr J Wright.

- a) To discuss planning application 17/04155/FUL Erection of single storey front porch extension, two storey side and rear extensions, single storey lean-to side and rear extensions, creation of new vehicle access with associated off road parking - 1 Lancaster Square Lyneham Chippenham Wiltshire SN15 4AD
 No Objections – Clarification of drawings provided was needed.
- b) To discuss planning application 17/06046/FUL Creation of a dwelling (amendments to previously approved 16/12057/VAR) - Stable Court Barton Close Bradenstoke SN15 4EZ
 No Objection Comments Diagram misleading
- c)To discuss planning application 17/02377/FUL Erection of a single dwelling (upgrading of 17/02377/OUT to full application) - 77 Southview The Green Lyneham Wiltshire SN15 4PG
 No Objection. Comments. Agreed with Cllr A Bucknell comments

item 14 - Exchange of Information

- a) Joining of voluntary groups to form a committee in helping the community – litter picks; plants etc.
- b) New notice board for the allotments
- c) All allotments to be numbered. Boards to be purchased and erected.
- d) Plans of allotment to be displayed in notice boards.
- e) Responsibilities of allotment holders to be endorsed
- f) Purchase of tools for the Maintenance Group

Item 14 – Date of the Next Meeting

The next meeting of Lyneham and Bradenstoke Parish Council is to be held on Tuesday 12th September 2017 in St Michaels Church Hall Lyneham at 7.30pm.

Signed
Chairman

Date