

LYNEHAM AND BRADENSTOKE PARISH COUNCIL

Minutes of the meeting held on 10th December 2019 at St Michael's Church Hall at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)
Cllrs: Lim Broughton, Gayna Howarth, Carol Jenkins, Antony Jones,
Chris Moncrieffe, Tim Darch

There were 12 members of the public present.

The Chairman opened by informing those present that the meeting was being recorded for the purpose of accurate Minutes. Notices to that effect had been placed at the entrance and on the front of the desk. He also pointed out Fire Exits in the building.

Public Participation

- a) Wiltshire Councillor, Allison Bucknell, reported as follows:
- The last Area Board meeting had an Environmental theme and had been very successful.
 - There would not be an Area Board meeting in January 2020; the next one would be in March 2020.
 - The next Community Area Transport Group (CATG) meeting would take place on 18th December and a representative from this Parish Council needs to be there to discuss the new lighting at the pedestrian crossing by the main entrance to MOD Lyneham. It was agreed that a Councillor from Lyneham would attend.
 - Wiltshire Council was dealing with its budget for 2020/21 financial year at the moment.
- b) Amy Dallimore, as the MOD representative, reported there were no changes to her last report at the meeting on 12th November 2019. She wished to remind everyone of the childrens' Christmas Party at the MOD Community Centre on 14th December 2019. All were welcome to attend, including children of civilian families. The MOD base would be on "stand down" from 20th December to 6th January 2020, although there would be staff on duty over the period.
- c.1) Kevin Smith from Bradenstoke reported that the signage about car parking at the entrance to the dog walking field was not highly visible and, as a result, inappropriate parking was turning the grass verge into mud. The Chairman said that this was in hand and better signage would be sourced.
- c.2) Mrs Jenny May asked that the Cheque Schedules at Item 5.2 be amended to delete her name on cheque number 924 and replace with St Michael's Church Hall and cheque number 929 be amended to show the payee as St Michael's Church Hall. The Parish Clerk confirmed that this had been actioned already and apologized that the earlier version of the Schedule had been publicised in error.

MINUTES

The numbering of these Minutes will follow the numbering on the Agenda for this meeting.

1. **Apologies for Absence** received from Cllr Elford.
2. **Declarations of Interest:** There were none.
3. **Minutes** of the meetings held on 12th November 2019 and 22nd November 2019 were approved and signed by the Chairman.

4. **Reports from Representatives on Outside Bodies**

4.1 *Youth Work Sessions* – Councillors considered whether to fund all or some of the proposed Youth Work sessions in Lyneham as follows:

| | | |
|---------------|-------------|------|
| January 2020 | 5 sessions. | £900 |
| February 2020 | 4 sessions. | £720 |
| March 2020 | 4 sessions. | £720 |

Whilst numbers attending were small it was felt that these sessions should be continued until the end of the financial year. Wiltshire Council Area Board had no more funding to give, having supported more than 50% of the costs to date. It was proposed by Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED TO support up to 13 Youth Work Sessions in Lyneham up to the end of March 2020 at a cost of £2,340, to be taken from General Reserves. Any further funding would be reviewed during the budgeting process for 2020/21.

4.2 *Holloway Footpath Proposal* – The Chairman's report is attached to, and forms part of, these Minutes. It was proposed by Cllr Tim Darch, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED to set up a Working Group, comprising Cllrs Christopher Moncrieffe, Liam Broughton and Frank Ball, to obtain more information to move this proposal forward.

4.3 *Proposed Improvements to Pedestrian Crossing outside MOD Main entrance.* The report from Cllr Carol Jenkins, which is attached to, and forms part of, these Minutes was discussed. It was proposed by Cllr Carol Jenkins, seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED to contribute £2000 from General Reserves to support the proposed improved lighting on the Pedestrian Crossing outside the MOD Lyneham main entrance.

Cllr Carol Jenkins would attend the next Community Area Transport Group meeting on 18th December 2019 to further discuss the proposal and funding contribution from the Parish Council.

4.4 *Neighbourhood Development Plan (NDP).* The Chairman read out his report, which is attached to, and forms part of, these Minutes. Cllr Keith Webster confirmed that the launch date had been delayed until 27th January 2020 with drop in sessions being held in Lyneham on 2nd February 2020, in Bradenstoke on 8th February 2020 and in the MOD Lyneham Community Centre on 15th February 2020. An information newsletter drop would be done to coincide with the launch date. Cllr Frank Ball confirmed the suggestion that, because the NDP is a Parish Council project, the Parish Council should join with the NDP Steering Group's Newsletter to introduce the new Councillors and give a brief report of the improvements the Parish Council is making. The Newsletter would consist of 2 sides of A4 to be delivered to all houses in Lyneham and Bradenstoke as well as the Service Families Quarters. Amy Dallimore (MOD Representative) confirmed that the military community would be able to assist with delivery to the latter. It was proposed by Cllr Frank Ball, seconded by Cllr Gayna Howarth and

UNANIMOUSLY RESOLVED to join with the Neighbourhood Development Plan Steering Group to produce a Newsletter with a budget of up to £150 for the production of 2040 copies A4 size.

5. Financial Reports

5.1 *Budget for 2019/20* The Budget for the current financial year was noted.

5.2 *Schedule of cheque payments* – It was proposed by Cllr Frank Ball, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED to approve the Schedule of Cheque Payments from 1st April 2019 to 27th November 2019.

Cllr Keith Webster wished it to be minuted that it was appreciated that this had been prepared for approval.

5.3 *Schedule of Cheques for payment on 10th December 2019.* It was proposed by Cllr Keith Webster, seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED that the Schedule of Cheques for payment on 10th December 2019 be approved.

5.4 *Annual Governance and Accountability Return (AGAR) and Internal Audit for 2018/19 financial year*

An extension of time to submit the AGAR for Review had been negotiated, with a new deadline of 31st December 2019. An integral part of the signing off process for the AGAR is an Internal Audit report which had been completed as of 10th December. Both documents had been sent to Councillors for consideration at this meeting. As both documents were quite complicated it was decided to adjourn the meeting to give Councillors time to read them before discussion.

THE MEETING WAS ADJOURNED BY THE CHAIRMAN AT 8PM AND RE-CONVENED AT 8.10PM

5.4 (a) *Internal Audit Report 2018/19.* The Chairman read out the 15 recommendations from the Internal Audit Report, a copy of which is attached to, and forms part of, these Minutes. These recommendations would show the way forward for the Parish Council in the immediate future. It should be noted that only two of the current Councillors were on the Parish council during 2018/19 period. It was proposed by the Chairman, Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT the Internal Audit Report for the financial year 2018/19 and the fifteen recommendations contained therein be accepted and approved.

NB: A full copy of the Internal Audit Report will be filed with the Parish Councils papers for the financial year ended 2018/19. It will be published on the Parish Councils website.

5.4 (b) *Annual Governance Statement 2018/19 AGAR* It was proposed by Cllr Tim Darch, seconded by Cllr Christopher Moncrieffe and

UNANIMOUSLY RESOLVED THAT the Annual Governance Statement in the Annual Governance and Accountability Return for the financial year 2018/19 be accepted and approved.

5.4(c) *Accounting Statement 2018/19 AGAR*. It was proposed by Cllr Tim Darch, seconded by Cllr Gayna Howarth and

UNANIMOUSLY RESOLVED THAT The Accounting Statement in the Annual Governance and Accountability Return for the financial year 2018/19 be accepted and approved.

6. **Planning Committee Report** Cllr Tim Darch presented his Planning Report, which is attached to, and forms part of, these Minutes, on behalf of the Planning Committee. There were no 'Open Applications' requiring comment from the Parish Council so no necessity for a Planning Committee meeting.

7. **Notices of Motion**

7.1 *Frequency of Meetings*. Cllr Tim Darch presented the Motion, a copy of which is attached to, and forms part of, these Minutes. It had become necessary to address this issue due to past procedural and administrative errors in relation to meeting dates of the Parish Council. It was proposed by Cllr Tim Darch, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT Lyneham & Bradenstoke Parish Council continue to meet on the second Tuesday of each month in accordance with Standing Order 1.2 with meetings only being held in January and August if required and two meetings per year being held in Bradenstoke in November and February. Extraordinary Meetings, if required, will be called in accordance with Standing Order 1.5. All meetings and venues will be notified in the usual way by Notices in Parish Council noticeboards in Lyneham and Bradenstoke, in the Library and on the Parish Councils website at least three clear working days before the meeting.

7.2 *Website Privacy Notice*. Cllr Tim Darch presented the Motion, a copy of which is attached to, and forms part of, these Minutes. It is necessary to have a Website Privacy notice in order to ensure that Lyneham & Bradenstoke Parish Council website is compliant with the Data Protection Act 2018 and that the correct legal notice is placed onto the website. It was proposed by Cllr Tim Darch, seconded by the Chairman, Cllr Frank Ball, and

UNANIMOUSLY RESOLVED THAT the Website Privacy Notice attached to these Minutes be placed on the Lyneham & Bradenstoke Parish Council website to ensure compliance with the Data Protection Act 2018.

8. **Tree Survey and General Maintenance**

8.1 *Tree Survey Report from Franklin's Tree Services*. This company had been commissioned to carry out a full tree survey of the trees on The Green. The company had been commissioned to do so in the past and therefore has a close knowledge of the 300 plus trees that the Parish Council is responsible for. The owner of the company, Kevin Franklin, was in attendance at the meeting to answer questions from Councillors. The Tree survey Report, a copy of which is attached to, and forms part of, these Minutes was noted.

8.2 *Estimate for Tree Works at The Green*. The Parish Clerk informed members that the last time any work had been carried out on these trees was in 2016, apart from the recent emergency work required because of the very large fallen branch. There was a note on the file that another survey was scheduled for 2017 but this was never carried out. It was also noted there was no budget for any work to the trees in the 2019/20 budget. It was proposed by the Chairman, Cllr F Ball, seconded by Cllr Gayna Howarth and

UNANIMOUSLY RESOLVED TO accept the estimate for works to trees on The Green in the amount of £5,947.00 to be allocated to General Reserves.

8.3 *Estimate for an 18 month rolling contract for tree maintenance.* Kevin Franklin explained that the rationale behind this estimate, was a need for regular tree inspection and maintenance, bearing in mind Health & Safety issues in relation to pedestrian footfall, as well as proximity, in parts, to a very busy road. It was proposed by the Chairman, Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT £2000 be included in the 2020/21 Budget for tree maintenance and the issue be brought back to the Parish Council in the following financial year to be re-visited in light of experience.

8.4 *Estimate for leaf fall removal and removal of overgrown grass from The Green onto footpaths alongside.* This estimate from Kevin Iles House & Garden (the grass cutting contractor) had been requested as a result of some complaints from residents about both issues. There was some discussion as to whether the leaf fall should be the responsibility of residents, even though the leaf fall is outside their property boundary. Further discussion took place as to whether Wiltshire Council or the Parish Council is responsible for the grass overgrowth limiting the width of some footpaths alongside The Green. The Wiltshire Council Parish Steward Scheme was brought into the discussion but it was felt by some Councillors that this was too large a job for one person with a limited time allocation for Lyneham and Bradenstoke. The total estimate for both items was £1800 for grass removal from path edges and £300 for leaf fall removal. It was proposed by the Chairman, Cllr Frank Ball, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED to accept the estimate for a total of £2100 from Kevin Iles House & Garden for grass overgrowth removal and leaf fall removal on a one-off basis only with funding to be allocated to General Reserves.

9. **Liaison with MOD Lyneham.** Cllr Ant Jones reported that he had made contact with Amy Dallimore, the Community Development Officer for MOD Lyneham. Amy would be the contact for matters relating to MOD Lyneham.

10. **Community First – Surviving Winter Fund and Warm and Safe leaflet.** This was noted as being available for any resident wishing to avail themselves of this service. This leaflet is available on the Community First website.

11. **Councillors Observations and Items for next Agenda**

a) Cllr Liam Broughton asked for an item to be included in relation to website and Data Protection legislation requirements.

b) Cllr Carol Jenkins asked for an item about Youth Work in Lyneham.

c) Cllr Carol Jenkins asked for an item about the Pedestrian Crossing issue to update after the CATG meeting.

d) The Chairman informed the meeting that the two defibrillators in Lyneham would be re-activated the following day once the batteries had been replaced. The one in Bradenstoke was due to be fixed to Bradenstoke Village Hall and the battery would be replaced when the work is done and that would be re-activated at that time. In order to remain 'user ready' all three defibrillators had to be checked on a weekly basis. Cllr Gayna Howarth volunteered to check the two in Lyneham and Cllr Liam Broughton volunteered to check the one in Bradenstoke when fixed in the final position.

e) The Chairman raised the issue of the missing piece of security fencing at Pound Close Play Area. He was quite prepared to do the repair but would need help. Cllr Christopher Moncrieffe volunteered to help as did Tim Webb, whose land adjoins the play area. The goal posts either had to be re-fixed or removed and this would be dealt with at the same time. The Chairman insisted this had to be done this week otherwise the Parish Council would be in breach of its insurance policy.

11. **Date of Next Meeting.** The next meeting of the Parish Council would be held on Tuesday 14th January 2020 and was necessary to decide on the Budget and Precept for the financial year 2020/21.

The Chairman closed the meeting at 9.25pm

Signed
Chairman

Date

DRAFT