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PARISH COUNCIL MEETING MINUTES

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

MEMBERS PRESENT: Frank Ball [FB], Stuart Bernard [SB] and Rod Gill [RG], Shendie Green [SG], Ron Glover [RG2] from CM22/389

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

CHAIR: Frank Ball

APOLOGIES: None

ABSENT: David Leuty [DL]

Meeting Commenced: 19:08

CM22/384 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
None. Cllr Leuty absent.

CM22/385 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None

CM22/386 **MINUTES OF THE PREVIOUS MEETING, 14TH FEBRUARY 2023**
Proposed SB. Seconded RG. Agreed.

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

CM22/387 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**
Reviewed. Aplin's completed the work required on the play parks as outlined in the 2022 RoSPA Report. The tree in Bradenstoke has been reported to the arborist and quoted for. A date for felling will be provided in due course. The hedge row and ditch work in the allotments has been completed. The Clerk is still looking for a third arborist to review the tree plans and provide a quote for the trees that have TPO's.



CM22/388 **CHAIR’S ANNOUNCEMENTS**
 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. There was a coffee morning held in the Bradenstoke Village Hall opened to the public on the 11th of March where the group displayed information concerning the NDP and invited the views of the residents. An additional coffee morning will be held in Lyneham on the March 23rd at Cotswold House from 10-12 for another review of the information regarding the Neighbourhood Plan. All are welcomed.

CM22/389 **TO CONSIDER AND AGREE TO CO-OPT MR RON GLOVER AS A PARISH COUNCILLOR FOR LYNEHAM AND BRADENSTOKE**
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT Mr Ron Glover Be Co-Opted To The Parish Council.
 Cllr Glover Signed The Acceptance Of Office and assumed his seat.

CM22/390 **PLANNING**

CM22/391 **To Receive the Planning Report**
 Report Received.

CM22/392 **To consider the following planning requests**

[PL/2023/01060](#) **Proposal**
 Revision of one-way access route, to create new vehicular access.

Site Address
 Thickthorn Farm, Preston, Nr Lyneham, Chippenham, CN15 4 DY

Application Type
 Full Planning Application

Outcome
 Support No Comments

[PL/2023/01195](#) **Proposal**
 Variation of condition 2 of PL/2021/0325 – to allow for garages with home office above for plots 1 and 2, and internal and external alterations to plots 3 and 4.



Site Address

Land At Rear Of 130 Holloway Road, Rosehill Close,
Bradenstoke, SN15 4LB

Application Type

Removal/variation of conditions

Outcome

Some Councillors did not feel the look of the proposed changes is in keeping with the area visually. The elevation is too high and creates a terraced looking home. It is believed these are fundamental changes to the original plan that the Council was not in support of originally and is considered to go from an open aspect development to an overlooking development. The Council passed this with reservations.

[PL/2023/01494](#)

Proposal

2 Story Side Extension

Site Address

4 Harrow Grove Lyneham, Chippenham, SN15 4 AB

Application Type

House Holder Planning Permission

Outcome

No Comments



CM22/393

TO RECEIVE AN UPDATE ON GREEN FARM

The Chairman and the Clerk attended a Teams meeting with the Developers of Green Farm. There is a plan to have a MUGA (Multi Use Games Area) built in a portion of the proposed housing site. The developers will undertake the building of this recreational use area and it is planned to be placed and maintained under a management company. There will also be a LEAP (Local Equipment Area for Play) installation on the site. The landscaping and pond area (approx. 100m) will be erected by the developer, maintained, and again managed by a management company. There is no direct vehicle access to the play areas, but the developers have said that all legal considerations have been looked at and adhered to. The D2 area (area to be used for assembly and leisure) and this area will be used to implement a nursery. It is understood that the developer conducted an independent canvas finding support/need for a nursery in Lyneham. The future occupier of the D2 area would need to purchase the land and building. There is currently no footpath at the SE area of the development onto the Calne Road. There is a track by the White Heart, but it owned by the White Heart and would require agreement between the developer and the owner of The White Heart. The Council is interested in having a footpath in this area but there is an additional issue of existing Village Green land that would need to be agreed through the appropriate legal processes. Gladman's have agreed to take the information back to their legal team and see if a solution could be found.

CM22/394

TO RECIEVVE AN UPDATE ON POUND FARM

This site has D2 land available. The developers at this present moment do not have anyone interested in purchasing or developing this area. The land is adjacent to Pound Close playpark, and it is being suggested that the Parish Council takes this on as an extension of the playpark. Several options of using it as an adult trim track area of about 30mx50m. Initial costings have been looked at but the Council needs to decide if this is a way forward and begin negotiations with the developers. Most of the Council is happy in principle with looking at options for this area.

CM22/395

TO CONSIDER AND AGREE THE LETTER OF ENGAGEMENT WITH BURGESS SALMON AND THE QUOTE OF UP TO £4000 TO REPRESENT THE COUNCIL WITH THE COMMON LAND AT VILLAGE COMMON – LYNEHAM – WT245282 (THE “COMMON”) AND TO MAKE APPLICATIONS FOR WT130790 – LAND AT BRADENSTOKE, WT245282 – LAND AT LYNEHAM, CHIPPENHAM WITH THE LAND REGISTRY

Proposed FB. Seconded RG. Agreed.



IT WAS RESOLVED THAT The Letter Of Engagement With Burgess And Salmon Be Accepted Up To The Quote Of £4000 And To Make Applications For WT130790 and WT245282 With The Land Registry

CM22/396 **TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT**

The 2022-2023 finances are scheduled for formal closure on the 12th April 2023.

The Parish Council is now entering the time for audit preparation. EM will begin to collate all documents and governance for the Internal Auditor. The auditor to time has been set and to begin review on the 1st of April.

The Parish Council has now been notified that the External Audit for 2021/2022 has now been finalised by PKF Littlejohn. The information will be placed on the website.

The Council will be undertaking a review, where required, of all its policies over the coming months to ensure that they are current. This will be spread over the months starting in May 2023.

Wiltshire Council has formally agreed a new National Code of Conduct, and this will also be brought to Council for adoption as Wiltshire Council has made requests to all the Wiltshire Town and Parish Councils to consider this version for adoption as a matter of cohesive working across the County and good practice.

CM22/397 **GRANTS**

CM22/398 **TO CONSIDER AND APPROVE A GRANT APPLICATION FROM LYNEHAM CHURCH HALL OF £995 FOR A CORONATION COMMUNITY EVENT BARN DANCE AND MEAL**

Proposed FB. Seconded RG. Agreed.

IT WAS RESOLVED THAT The Grant For £995 For A Coronation Community Event Barn Dance And Meal At The Lyneham Church Hall Be Approved As Presented

CM22/399 **TO CONSIDER AND APPROVE A GRANT APPLICATION FROM ALZHEIMER’S SUPPORT (LYNEHAM ART PROJECT) OF £250 FOR CONTINUED COSTS IN 2023**

Proposed FB. Seconded RG. Agreed.

IT WAS RESOLVED THAT The Grant For £250 To Alzheimer’s Support (Lyneham Art Project) Be Approved As Presented



- CM22/400 **SPEED INDICATOR DEVICES FOR THE PARISH**
 The Council received an overview from the 14 February 2023 meeting (CM/22/348). It was agreed again that once the concerns of the installation poles for the two additional SIDS at Church Farm A3102 and Chippenham Road B4069 are addressed and approved with Wiltshire Council that the Parish Council agrees with the placement of the SID devices in the future.
- CM22/401 **TOCKENHAM TREE PLANTING EVENT UPDATE**
- CM22/402 **TO CONSIDER AND AGREE TO THE CONTRIBUTION OF £117 FOR THE PURCHASE OF TUBE PROTECTORS FOR THE SAPLING TREES AT THE TOCKENHAM TREE PLANTING EVENT (TOTAL COST £350 TO BE SHARED BETWEEN THE LANDOWNER, LYNEHAM AND BRADENSTOKE, AND TOCKENHAM PARISH COUNCILS.**
 Proposed FB. Seconded SB. Agreed.
IT WAS RESOLVED THAT The Parish Council Will Make A Contribution Of £117 For The Purchase Of Tube Protectors For The Sapling Trees At The Tockenahm Tree Planting Event As Proposed
- CM22/403 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM22/404 **Open Spaces & Play Areas Working Group**
 Aplin's have completed the work on the play areas in accordance with the RoSPA reports from September 2022.
 The access to the dog walking field is being parked on. The recommendation of 6 flexible bollards to see if this helps with this issue has been suggested. EM to purchase.
- CM22/405 **Allotment Working Group**
 Allotments are doing well. The pathway requires additional management. All but two allotments have been let out. There are 3 people on the waiting list. The Council still needs to address the Mares Tail and the allotment markers need to in place and visual on all allotment sites.
- CM22/406 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
 No update.
- CM22/407 **Royal Wootton Bassett & Cricklade Area Board Update**
 This meeting sat on the 14th March 2023. Updates to be provided in the April meeting.



- CM22/408 **War Memorial Working Group Update**
The repair to the pointing on the war memorial in Bradenstoke has been completed.
- CM22/409 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**
EM attended this meeting. The budget for 2021-22 is underspent. The Parish Council is encouraged to ensure a member of the Council attends this meeting, working to ensure local initiatives are carried forward.
- CM22/410 **Public Relations and Communications Working Group**
No updates.
- CM22/411 **Parish Steward**
The Parish Steward has been working on potholes in the area as an initiative of Wiltshire Council. All Stewards have been pulled away from regular duties to fulfil this initiative across Wiltshire.
- CM22/412 **TO RECEIVE AN UPDATE AND DISCUSS NEXT STEPS FOR HOLLOWAY FOOTPATH**
The Council discussed the ownership of the land parcels that meet Holloway. Action points before the next meeting is to identify the owner of the parcel of land next to WT416387.
- CM22/413 **TO RECEIVE AND UPDATE ON CLACK HILL / B4069**
There will be a webinar in April for the public to attend. The design work has been done by Atkins Engineering Design. Bristol Engineers is looking to do a study on this area. Complaints are still being received on the speed of cars and HGV's coming through the Bradenstoke area, a number of near misses with members of the village and traffic with the area at the entrance to Rose Hill being identified as a problem area.
- CM22/414 **FINANCE MATTERS**
- CM22/415 **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.
- CM22/416 **To Receive For Information, Disbursements Made Since The Last Meeting**
Received.

Disbursements are attached to and form part of these minutes.
- CM22/417 **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.

CM22/418 **To Receive The Bank Reconciliations As Presented**
Received.

CM22/419 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
Police Budget/Precept to be circulated to Councillors.

CM22/420 **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>

CM22/421 **To Review a Summary Of The Meeting's Key Points & Messages To The Public**

- Councillor Ron Glover has re-joined the Parish Council.
- The Parish Council has offered two grants. One for £995 to the Church Hall to aid in holding a Coronation celebration and one for ££250 to Alzheimer's Support (Lyneham Art Project) for 2023.
- Lyneham and Bradenstoke has approved a letter of engagement with Burgess Salmon for legal services in relation to planning.
- The Council continue to look at options for Holloway.
- 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.
- There will be a webinar held on 24th April to update the public on the B4069 Lyneham Banks.

CM22/422 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 11th April 2023 at 7pm, at Lyneham Village Hall.

Meeting Closed: 20:42



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

1. There will be a drift car event on 22nd. This is being supported by the local police.
2. MOD Lyneham Main entrance will be closed Saturday 25 March 2023, from 1800 hrs for water system repairs.
3. We are awaiting on a the 'Ditch' update from DIO.
4. Tree removal is still in progress. Proposed replanting to take place in the future.

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 *F Ball* Date 05/09/2023



TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 55E4D5D8-C26F-4CE9-A891-76A62B1A9055	Document Name Lbpc Final Mins 14-03-23
Transaction Type Signature Request	Filename lbpc_final_mins_14-03-23.pdf
Sent At 05/09/2023 07:01 EDT	Pages 9 pages
Executed At 05/09/2023 07:03 EDT	Content Type application/pdf
Identity Method email	File Size 259 KB
Distribution Method email	Original Checksum 784bc9350afcb65b75e352b2846a84d12e4782d514edaaa7c1604df920b33eab
Signed Checksum 21e04089d7914bdb0def9a1b7ee0c02a6616fda136f1c5d6409673a4ae11f236	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Frank Ball	Status signed	Viewed At 05/09/2023 07:02 EDT
Email frank.ball@lynehamandbradenstoke-pc.gov.uk	Multi-factor Digital Fingerprint Checksum 09aa1d80887f7352ad58c67fb6defa4a058d7eb6f8d7c388182c25a235c592de	Identity Authenticated At 05/09/2023 07:03 EDT
Components 11	IP Address 79.69.15.103	Signed At 05/09/2023 07:03 EDT
	Device Chrome via Windows	
	Typed Signature 	
	Signature Reference ID 22029447	

AUDITS

TIMESTAMP	AUDIT
05/09/2023 07:01 EDT	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'lbpc_final_mins_14-03-23.pdf' on Chrome via Mac from 217.32.112.53.
05/09/2023 07:01 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
05/09/2023 07:02 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) viewed the document on Chrome via Windows from 79.69.15.103.
05/09/2023 07:03 EDT	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) authenticated via email on Chrome via Windows from 79.69.15.103.
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