



**Clerk to Council: Elizabeth Martin**

Website: <https://www.lynehamandbradenstoke-pc.gov.uk/>  
Email: [Parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto: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 Bradenstoke Village Hall on Tuesday 14<sup>th</sup> November 2023 commencing at 7:00pm.

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**MEMBERS PRESENT:** Frank Ball [FB], Stuart Barnard [SB], Rod Gill [RG1], David Leuty [DL], Shendie Green [SG]

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

**CHAIR:** Frank Ball [FB]

**APOLOGIES:** John Williams [JW], Ron Glover [RG2]

**ABSENT:**

Meeting Commenced: 19:29

CM23/266 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**  
Apologies received from John Williams and Ron Glover

CM23/267 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**  
None.

CM23/268 **MINUTES OF THE PREVIOUS MEETING, 10<sup>TH</sup> OCTOBER 2023**  
Proposed FB. Seconded SB. Agreed.

Amendment to be made to CM23/230 to show Cllr Barnard as attending.

**IT WAS RESOLVED THAT The Minutes Of The Parish Council Meeting Held On 10<sup>th</sup> October 2023 Be Accepted As A True Reflection Of The Decisions Made, Subject To Amendment To CM23/230.**

CM23/269 **CHAIRS ANNOUNCEMENTS**  
None

CM23/270 **TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT**  
No progress regarding the pole for the SID in Bradenstoke. Hope to progress going forward.



EM has been in contact with the contractor for the Mares Tail. Only one allotment holder has withheld consent to treat. This has been forwarded to the contractor and work will begin shortly.

EM met with the Tree Surgeon and a quote has been received.

The scope of work for the handyman has been updated and is on the agenda for approval.

EM has built a timeline for the Neighbourhood Plan communications, and this has been circulated. EM has also spoken to a representative from Lemon Gazelle. One of the reasons for confusion may be due to the fact that policy updates would trigger a formal review. Therefore, non-legal amendments to the NDP can just be placed on the website and the review material be placed on the website too, and WC informed for info only. The NDP is valid for 10 years (the time specified on the front page when it went for referendum)

EM having difficulties getting hold of WC for the NDP. It is hoped to have a proper follow-up meeting to review.

Lemon Gazelle has now ceased doing the NDP due to the issues working with higher body councils.

Grounds contractor is still unwell, several contracts are pending for him. EM has asked for a timeline.

Budget time is slightly delayed due to waiting for supporting information from WC.

Working with WC to work through the license for the bus stops. EM has found a company that would be able to assist should the Council get the licenses in place.

CM23/271 **TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS**  
Covered in CM23/270 above.

CM23/272 **PLANNING**

CM23/273 **To Consider The Following Planning Requests**

[PL/2023/08977](#)

**Proposal**

T1 - mature Walnut tree - crown reduction of 30% and re-balance crown

T2 - mature Horse Chestnut tree - crown reduction by 30%

T3 - small Walnut tree - crown reduction of

**Site Address**

116, Bradenstoke, Chippenham, SN15 4ES



**Application Type**

Notification of proposed works to trees in a conservation area

**Outcome**

No comment

[PL/2023/08417](#)

**Proposal**

Installation of new playpark equipment.

**Site Address**

Play area to the east of Slessor Road, Lyneham, Wiltshire, SN15 4DZ

**Application Type**

Full planning permission

- CM23/274     **Pound Farm Phase II D2 Land Update**  
 Contractor is happy for the equipment proposed but would like to hold until mid-2024 as the land is needed due to Health & Safety.  
**Action:** EM to talk to Wiltshire Council
- CM23/275     **TO RECEIVE AN UPDATE ON CLACK HILL – B4069**  
 No Update.  
 Newsletter expected in December.
- CM23/276     **TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN**  
 Covered in CM23/270 above.
- CM23/277     **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM23/278     **Allotment Working Group**  
 No report.  
 The Shed has not yet been removed.  
 Other items covered during the public session.
- CM23/279     **To Receive An Update On The Local Flooding In Bradenstoke**  
 Covered in CM23/270 above.
- CM23/280     **To Receive An Update On The Mares Tale At The Bradenstoke Allotments**  
 Covered in CM23/270 above.



- CM23/281     **Open Spaces & Play Areas Working Group**  
No report.
- CM23/282     **To Receive An Update On Summer Beautification Scheme For 2024**  
EM updated that she has spoken to one contractor on options and continues to investigate.
- CM23/283     **To Receive An Update On The Tree Works For Lyneham And Bradenstoke**  
Proposed FB. Seconded SB. Agreed.
- Council has committed a survey and has requested several quotes. Wiltshire Council refused the application on the TPOs, disagreeing with the professional survey. The quotations received have also not followed the survey to the letter and made their own amendments to the work originally needed. The results are varying quotation numbers and an impasse with Wiltshire Council.
- £8,754 + VAT from Franklin’s Garden Supplies.
- £13,760 + VAT from Conservation Contractors (For P1/2/3 but this included additional work and work not permitted by Wiltshire Council)
- £13,200 + VAT from Bawden (against the same P4 work as Conservation Contractors)
- £7,600 + VAT from Bawden (against P3 work only, with one tree on the TPO list).
- As the Council needs to attend the urgent items for Health & Safety it was decided to proceed with Franklin’s Garden Supplies for the remedial work and to also commission a new tree report (taking into account the difficulties with the TPO trees created by Wiltshire Council).
- IT WAS RESOLVED THAT The Quotation For Kevin Franklin Of £8754 + VAT Be Accepted.**
- Action:** EM to gather quotations for the next survey
- CM23/284     **To Discuss And Agree The Updated Schedule Of Work and Contract For A Handy Man In Lyneham And Bradenstoke**  
Proposed FB. Seconded SB. Agreed.
- IT WAS RESOLVED THAT The Contact Be Accepted As Tabled.**
- CM23/285     **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**  
RWB Police Station will mostly move to Swindon but some PCSO presence will be kept at RWB. This is apparently to improve police intelligence by having them all co-located.



- CM23/286 **Royal Wootton Bassett & Cricklade Area Board Update**  
 The next meeting is on the 17<sup>th</sup> January 2023, 18:00, Proposed Purton Village Hall, Station Road, Purton, SN5 4AJ, Cricklade Town Hall.  
<https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=174>  
 The next meeting will be with the new Chief Constable.
- CM23/287 **Public Relations and Communications Working Group**  
 No update.
- CM23/288 **Parish Steward**  
 Lack of weed-killing from Wiltshire Council is an issue, none done in the Parish this year.  
 Any issues may continue to be reported on the Mywiltstapp  
<https://www.wiltshire.gov.uk/mywiltst-online-reporting>
- CM23/289 **Defibrillator Working Group**
- CM23/290 **To Discuss And Agree In Principle Provisions For Further Defibrillator Locations In Lyneham And Bradenstoke.**  
 The recommended distance between defibs is 200 yards. Those in Lyneham are centralised.  
 Electricity is needed to power the Defibs. The following locations may be considered.
- Near Play Park in Bradenstoke (with a possible connection to bungalow park) or near the Pub.
  - Near Lillybrook
  - Near D2 Land in Lyneham if electricity could be made available.
  - Potentially near Victoria Drive.
- In summary, 2 more in Bradenstoke and 2 or 3 in Lyneham. Grants are available.  
**Action:** EM and SG to work together to build out a plan
- CM23/291 **Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**  
 Next meeting, 10<sup>th</sup> January 2024 at The Council Office, Ockwells, 113 High Street, Cricklade, SN6 6AE at 18:00.
- CM23/292 **To Discuss And Agree LHFIG Priorities For Lyneham And Bradenstoke**
- CM23/293 **To Review And Agree A New Application For The Local Highways And Footpath Improvement Group (LHFIG) Priority List**  
 Dropped Kerbs have been completed.



Both Lynham Junction Visibility near Tesco Junction and Preston Lane dead-end signs are also on the list.

A new application: A3102 Zebra Crossing between current crossings (e.g. outside Mallard Pub) to be accepted to the list.

Proposed FB. Seconded RG1. Agreed.

**IT WAS RESOLVED THAT A3102 Zebra Crossing Be Added To The Priority List.**

CM23/294 **FINANCE MATTERS**

CM23/295 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**

Purchase of Flood Barrier Gel Packs (stored at Bradenstoke Village Hall). Cllr Barnard is the contact should they be needed. £260

CM23/296 **To Receive For Information, Disbursements Made Since The Last Meeting**

Disbursements Deferred to December

CM23/297 **To Consider And Approve The Schedule Of Forthcoming Payments**

No additional payments presented over and above those set on Direct Debit.

Proposed FB. Seconded SB. Agreed

**Motion Deferred.**

CM23/298 **To Receive The Bank Reconciliations As Presented**

Deferred.

CM23/299 **To Review And Discuss The Renewal Of Parish Online For Lynham And Bradenstoke For The Cost Of £288**

Proposed FB. Seconded RG1. Agreed.

**IT WAS RESOLVED THAT The Renewal Of Parish Online Go Ahead.**

CM23/300 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

None.

CM23/301 **TO CONSIDER ITEMS OF MAINTENANCE**

There are some outstanding maintenance items for the toilets. The Council has funding. EM asked Councillors for suggestions – nothing received since last meeting. FB suggested that an overhanging tree out back needs attention and the ceiling in the toilets potentially needs replacing.



EM updated that her other council has been looking at street furniture made from sustainable materials that resemble wood. EM will review Noticeboard options for future review.

Signage for Pound Close Play Park – needs feedback on where this needs to be located.

Trees at Bradenstoke Park need to be reviewed as several have died. SG and SB will review and feedback.

CM23/302

**TO REVIEW A SUMMARY OF THE MEETING’S KEY POINTS & MESSAGES TO THE PUBLIC**

The Parish Council will be commissioning a flood-survey subject to costs. There are Gel Sacks available should they be needed (for urgent flood prevention use).

The "Scope Of Work" for a Parish Handyman has been agreed.

The Parish Council has procured a small quantity of gel flood sacks to be distributed for urgent use only. Please contact The Parish Clerk at Parish.Clerk@lynehamandbradenstoke-pc.gov.uk or Cllr Stuart Bernard at Stuart.bernard@lynehamandbradenstoke-pc.gov.uk if you require any.

The Parish Council is looking at locations for a further 5 defibrillators to be fitted across Lyneham and Bradenstoke.

The Parish Council has agreed to proceed with urgent tree surgeon work to be completed before March and will review and agree on an updated tree report following the work to guide the Council on future work and a strategy for tree replacement as appropriate.

The Council will be making some energy updates and improvements to the public toilets in the next months including the installation of LED bulbs to cut energy consumption costs.

**NEXT MEETING.**

The next Full Parish Council meeting will be held on Tuesday 14<sup>th</sup> November 2023 at 7pm, at Lyneham Village Hall.

Meeting closed 20:38

Closed Meeting started 20:38

CM23/303

**IN VIEW OF THE CONFIDENTIALITY OF THE FOLLOWING ITEMS, TO CONSIDER A RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, IN ORDER TO DISCUSS THE ITEMS IN ACCORDANCE WITH STANDING ORDER 3(D)**

Proposed FB. Seconded SB. Agreed.



**IT WAS RESOLVED THAT** In view of the confidentiality of the following items, that the press and public be excluded from the meeting in accordance with the public bodies (admission to meetings) act 1960, in order to discuss the items in accordance with standing order 3(d)

CM23/304

**TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

EM presented an update on the submission of the Section 38 by the developer. Secretary of State has not made a decision, but the time period has expired.

Councils Solicitors will look at the Land Transfer document once the outcome of the S38 is known.

It is understood that the SoS is working 6 months behind. Council is advised to hold and wait.

Alison Potter, the landowner, has commissioned a Solicitor in Devizes, Neil Patterson of Wansboroughs. Mr Patterson has been in contact with EM for exchange of information.

Meeting Closed: 20:52



## **Summary of Public Participation Section**

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

### **Report from Wiltshire Council**

Report attached to these minutes.

Biggest issues have been with the weather and related flooding. Resident feedback has been on dissatisfaction with the work done by Wiltshire Council to clean gullies and drains.

Items should continue to be reported to Wiltshire Council and to the Parish Council (for recording in the Emergency Plan). All Bradenstoke flooding was reported to the operational management.

Troublesome or blocked Gullies should be reported via MyWilts app to get it prioritised.

**Action:** EM to put this information on Facebook (this also applies to overgrown hedgerows etc).

### **MOD Lyneham Report**

AB read out an update from Lieutenant Colonel Patey.

Tree Felling – some residents in Bradenstoke are not happy with the work. MOD will hopefully be in contact.

There has been some feedback on the apparent lack of communication about the recent arrival of displaced families from Afghanistan being housed in the village. A lot of these type of decisions are taken centrally, not by the local authorities.

### **PCSO**

No PCSO in attendance, no report this meeting.

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

No report.

### **Other Public Items Discussed.**

A resident raised the issue of the flooding in Bradenstoke, especially around Church Park.

FB updated that the Parish Council have dug out the ditches and added additional drainage. The MOD has done similar.



The Council is engaging a flooding expert (an environmental agency approved surveyor) to review on-site.

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

Signed F Ball

Date 01/13/2024

**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**

51ACC5AC-50FF-4085-B0FB-D7CD78E93A10

**TRANSACTION DETAILS**

**Reference Number**  
51ACC5AC-50FF-4085-B0FB-D7CD78E93A10

**Transaction Type**  
Signature Request

**Sent At**  
01/07/2024 18:58 EST

**Executed At**  
01/13/2024 18:14 EST

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
2a750f75174293252cdfa412c807b0ec8c826ff33f2e4e92c9d7de4d5c86f4ef

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

**DOCUMENT DETAILS**

**Document Name**  
LBPC FINAL Mins 14-11-23

**Filename**  
LBPC\_FINAL\_Mins\_14-11-23.pdf

**Pages**  
10 pages

**Content Type**  
application/pdf

**File Size**  
304 KB

**Original Checksum**  
797ca2e699a9ed9491e8a0555370c3f43b6b93969d1c7fa687e3ad37899884bb

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Frank Ball</p> <p><b>Email</b> frank.ball@lynehamandbradenstoke-pc.gov.uk</p> <p><b>Components</b> 12</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 8487f2d8e55e5a0cf2b8173814db6ee58f2f43333f527042a13925968a1f825</p> <p><b>IP Address</b> 78.150.240.97</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> 0802DECC</p>	<p><b>Viewed At</b> 01/13/2024 18:13 EST</p> <p><b>Identity Authenticated At</b> 01/13/2024 18:14 EST</p> <p><b>Signed At</b> 01/13/2024 18:14 EST</p>

**AUDITS**

TIMESTAMP	AUDIT
01/07/2024 18:58 EST	Elizabeth Martin (parish.clerk@lynehamandbradenstoke-pc.gov.uk) created document 'LBPC_FINAL_Mins_14-11-23.pdf' on Chrome via Mac from 195.224.11.6.
01/07/2024 18:58 EST	Frank Ball (frank.ball@lynehamandbradenstoke-pc.gov.uk) was emailed a link to sign.
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