



**Clerk to Council: Elizabeth Martin**

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13<sup>th</sup> September 2023

To: **Members of Lyneham and Bradenstoke Parish Council**

Cc: Wiltshire Councillor for Lyneham

Dear Councillor,

You are summoned to attend the meeting of Lyneham and Bradenstoke Parish Council to be held on Tuesday 19<sup>th</sup> September 2023 at 7:00pm at **Lyneham Village Hall** for purposes of transacting business as set out in the Agenda below.

The Wiltshire Councillor for Lyneham, the press and public are invited to attend.

The meeting will also be available to observe online (for non-Councillors and Public) using Microsoft Teams.

For Members of the Public wishing to observe the meeting online they may do so at the following address

<http://bit.ly/3PlgwZY>

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting.

**A public participation section** will precede the main Council meeting for up to fifteen minutes, three minutes per person. No decisions or arrangements will be made on items raised in this section unless the issue is listed on this Agenda. The main Council Meeting will commence following this session

Members of the public wishing to ask a question regarding an Agenda item are asked to submit it to the Parish Clerk at least 48 hours before the meeting by email to [parish.clerk@lynehamandbradenstoke-pc.gov.uk](mailto:parish.clerk@lynehamandbradenstoke-pc.gov.uk)

If the member of the public does not use email, then the question should be mailed to the Parish Clerk at the above address. The question will be read out at the meeting and, if possible, an answer will be given at the time. If that is not possible then a written reply, either email or post, will be given after the meeting.

This is normal procedure for regular meetings. All questions received will also be posted to the Parish Council website before the meeting commences. Website address - [www.lynehamandbradenstoke-pc.gov.uk](http://www.lynehamandbradenstoke-pc.gov.uk)

Yours sincerely,  
**Elizabeth Martin**  
Parish Clerk



**PUBLIC PARTICIPATION**

- a. Report from the Wiltshire Council Member for the Lyneham division
- b. Report from MOD Lyneham.
- c. Report from PCSO, Royal Wootton Bassett (RWB)
- d. Royal Wootton Bassett and Cricklade Community Care Group – Mrs K Ashlin
- e. Comments from members of the public to be considered by the Council regarding items on the agenda.

NOTE: For items not on this Agenda please write to the Clerk

**AGENDA**

- 1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE
- 2 DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION  
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial, or pecuniary interests pertaining to the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING  
To Confirm as a true record the minutes of the Parish Council meeting held on 11<sup>th</sup> July, and on 3<sup>rd</sup> August 2023.
- 4 CHAIR’S ANNOUNCEMENTS
- 5 TO RECEIVE, FOR INFORMATION, THE CLERK’S REPORT
- 6 TO REVIEW OUTSTANDING ACTIONS FROM PRIOR MEETINGS
- 7 PLANNING
  - a. To consider the following planning requests: -

[PL/2023/06947](#)

**Proposal**

Side extension to enable the disabled owner to live on the ground floor. Also minor changes to the fenestration and an oil tank relocated to clear the proposed side extension.

**Site Address**

132 Brook Lane, Bradenstoke, Chippenham, SN15 4EY

**Application Type**

Householder Planning Permission

[PL/2023/07019](#)

**Proposal**

Construction of non-residential building to house a machine workshop and related facilities.



**Site Address**

MOD Lyneham, Calne Road, Lyneham, Chippenham, SN15 4XX

**Application Type**

Prior approval Part 19 Class TA: Development by the Crown on a closed defence site

[PL/2023/07530](#)

**Proposal**

Single storey front extension

**Site Address**

7 Bakers Field, Lyneham, Chippenham, SN15 4NN

**Application Type**

Householder Planning Permission

[PL/2023/07349](#)

**Proposal**

Construction of single storey extension.

**Site Address**

64 Lancaster Square, Lyneham, Chippenham, SN15 4AD

**Application Type**

Householder Planning Permission

b. Webb Court D2 Land Update

- 8 TO RECEIVE AN UPDATE ON CLACK HILL – B4069
- 9 TO CONSIDER AND AGREE TO A GRANT REQUEST OF £4000 FROM ST MICHAELS CHURCH HALL, LYNEHAM, FOR REPLACEMENT OF DOORS AND WINDOWS
- 10 REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS

a. Allotment Working Group

- (i) To Agree A Meeting Date For Allotment Holders To Meet With Parish Council
- (ii) To Consider And Agree To A Quote For Mares Tail Treatment



**b. Open Spaces & Play Areas Working Group**

- (i) To Consider And Agree To A Quote For Cutting The Wildflower Meadow - £264 + VAT**
- (ii) To Consider And Agree To Remedial Oversewing For The Wildflower Meadow - £150 + VAT**
- (iii) To Note The Upcoming The Annual ROSPA Playground Inspection**
- (iv) To Review Costings For Webb Court and Bradenstoke Play Area Outdoor Gym Equipment, And Agree Next Steps**
- (v) To Receive An Update On The Implementation Of Christmas Lights In The Parish (Cllrs Ball & Green)**
- (vi) To Receive An Update On The PEAS Programme (Cllr. Barnard)**
- (vii) To Receive An Update On Summer Beautification Scheme For 2024**

**c. Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**

**d. Royal Wootton Bassett & Cricklade Area Board (Next Meeting 27<sup>th</sup> September 2023, Cricklade Town Hall 18:00)**

**e. War Memorial Working Group Update**

- (i) To Receive An Update On Repatriation Memorial Proposals (Cllr. Barnard)**

**f. Public Relations and Communications Working Group**

**g. Parish Steward**

**h. Defibrillator Working Group**

**i. Local Highways and Footpath Improvement Group (LHFIG, formally, CATG)**

**11 TO CONSIDER AND AGREE TO THE RELOCATION OF DOG WASTE BINS IN BRADENSTOKE**

**12 TO CONSIDER AND AGREE THE OUTLINE STATEMENT OF WORK FOR A HANDYMAN CONTRACT**

**13 TO CONSIDER AND AGREE THE LOCATION OF THE SID MACHINE FOR BRADENSTOKE (2 WEEK PERIOD)**



**14 TO CONSIDER AND AGREE A LIST OF ASSETS OF COMMUNITY VALUE.**

**15 FINANCE MATTERS**

- a. **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With FR4.1.3**
- b. **To Receive For Information, Disbursements Made Since The Last Meeting**
- c. **To Consider And Approve The Schedule Of Forthcoming Payments**
- d. **To Receive The Bank Reconciliations As Presented**
- e. **To Consider And Agree To Payment For Parish Council Internet Website At A Cost Of £9.99 per month via Direct Debit.**  
Note: The Parish Council uses HugoFox as a website supplier but the provider is ceasing the free service (Bronze) from October 4<sup>th</sup> 2023.
- f. **To Consider And Agree To Payment Of £360 Per Annum For Parish Online (following 1 free year via our Insurer)**

**16 GOVERNANCE**

- a. **To Consider And Agree To An Update To The Asset Register To Add The Community Lawnmower and Harrow Road Noticeboard**

**17 TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**

**18 TO CONSIDER ITEMS OF MAINTENANCE**

- a. **To Receive An Update On Bus Shelter Maintenance And Outlined Costs/Steps For An Asset Transfer**
- b. **To Receive A Summary Of Grounds Maintenance Work To Be Carried Out And To Consider and Agree the Quoted Work Schedule**

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

**20 NEXT MEETING**

To Note the next meeting of the Full Council, will be Tuesday 10<sup>th</sup> October 2023, 7pm, at Lyneham Village Hall



- 21 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)**
- 22 TO RECEIVE AN UPDATE AND TO DISCUSS AND AGREE NEXT STEPS REGARDING THE SECTION 38 APPLICATION, GREEN FARM**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.