



LYNEHAM AND BRADENSTOKE PARISH COUNCIL

To: All members of Lyneham & Bradenstoke Parish Council as follows:

Cllr Frank Ball, (Chairman), Cllr Keith Webster (Vice-chairman)
Councillors: Liam Broughton, James Elford, Rod Gill, Gayna Howarth, Carol Jenkins, Antony Jones, Chris Moncrieffe

You are hereby summoned to attend a Parish Council meeting to be held on 12th November at 7pm at the Bradenstoke Village Hall for the purpose of transacting the following business.

Signed

Parish Clerk Date 7th November 2019

Public Participation will precede the commencement of the meeting as follows:

- a) Report from Wiltshire Council member for the Lyneham Division
- b) Report from MOD Lyneham representative
- c) Comments from members of the public regarding items on the Agenda. It would be appreciated if a copy of any comments/reports as above could be given to the Chairman, in writing, either before or at the meeting.

AGENDA

1. To receive and approve any Apologies for Absence.
2. To receive any Declarations of Interest. Such Declarations may be made at any time during the meeting if the need becomes apparent.
3. To confirm the Minutes of the meetings held on 15th October 2019* and 5th November 2019 (Extraordinary meeting).*
4. Resignation of Timothy Webb has been referred to Wiltshire Council. For noting by Councillors. The requisite notices from Wiltshire Council will be displayed as soon as received.
5. To receive and consider reports from representative members on outside bodies.
 - 4.1 Neighbourhood Development Plan Steering Group. Cllr Keith Webster to report on the current situation.

6. Financial Report by the Chairman. Current bank balances at 30th October 2019 as follows:

Current Account = £73,896.57 Deposit Account = £38,309.83

Payment of the 2018/2019 Precept has been received from Wiltshire Council. The Chairman will explain the current situation regarding the Parish Councils finances.

7. To Co-opt Mr Tim Darch as a Councillor due to a vacancy that has arisen by the failure of a previously co-opted member to sign a Declaration of Acceptance of Office within the prescribed time. Mr Tim Darch will sign his Declaration of Acceptance of Office at this meeting and will join the Councillors at the table.

8. Youth Issues – Cllr Carol Jenkins to report back on progress.

9. Councillor Training – to approve the cost of Councillor training on 19th November 2019 by an officer of Wiltshire Association of Local Councils. The cost of this training is £200 plus 45p per mile travel for the trainer, from Devizes and return, plus VAT.

10. Working Groups – to appoint Councillors to Working Groups and Outside Bodies Representatives. Suggested appointments are as shown on a separate sheet attached to this Agenda.* Some remain to be decided.

11. Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2019, attached to this Agenda.* To discuss the letter from the external auditors and the report prepared by the Parish Clerk and to decide upon a course of action to deal with this situation. Some suggested proposals are shown at the end of the report.

12. Request for Wayleave (permission to access Parish Council owned land) across The Green from SSE Power Distribution. This request has arisen because electric supply is required for two houses that are going to be built adjacent to the Vicarage on The Green, for which planning permission was granted some time ago. Councillors need to decide which term of payment they prefer. The Proper Officer (Parish Clerk) is authorised to sign such documents on behalf of the Parish Council (see standing Order 3.1.6). The relevant documents and a plan received from SSE Power Distribution are attached to this Agenda.*

13. Electronic Equipment for the Parish Clerk's use. At the time of writing this Agenda there is uncertainty as to what the Parish Council currently owns. Councillors are therefore requested to decide upon what equipment should be provided for the Parish Clerk and to set a budget for the purchase. It is suggested that a Parish Council laptop should be provided for Parish Clerk's use, plus a hard drive back up system, printer and mobile phone. These items would be passed on from the current Parish Clerk to the next one when appointed in the future in order to provide continuity. It is suggested that a decision regarding

what equipment is required, as well as an acceptable cost, is delegated to the Finance Working Group.

14. Consideration of Matters Arising from Public Participation

15. Councillor's observations and requests for items for the Agenda for the next meeting.

16 The next meeting of Lyneham & Bradenstoke Parish Council will be held on Tuesday 10th December 2019 at 7pm at St Michaels Church Hall, Lyneham.

*NB This Agenda and copies of any documents and reports referred to on the above Agenda will be available on the Parish Councils website. A limited number of hard copies will be available at the meeting.