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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 9th November 2021 commencing at 7:00pm.

MEMBERS PRESENT: Councillors Antony Jones [AJ], Frank Ball [FB], Shendie Green [SG], Ron Glover [RG2], Rod Gill [RG1], Clare Church [CC]

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

CHAIR: Antony Jones

APOLOGIES: None.

ABSENT: David Leuty [DL].

Meeting Opened 7:03pm

CM21/233 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
No apologies received. DL absent.

CM21/234 **DECLARATIONS OF INTEREST & APPLICATIONS FOR DISPENSATION**
None.

CM21/235 **MINUTES OF THE PREVIOUS MEETING, 19TH OCTOBER 2021**
Proposed FB. Seconded SG. Passed.

IT WAS RESOLVED THAT the minutes of the Parish Council meeting held on 19th October 2021 are a true reflection of the decisions made.

CM21/236 **CHAIR'S ANNOUNCEMENTS**
AJ stated that the Council had had a letter from Lyneham Village Hall Committee to thank the Council for their assistance with the building improvements.

Councillors are invited fo Tea & Cake on December the 3rd at 2pm.

AJ also stated that the Bradenstoke Defibrillator had been deployed but was not actually used. AJ reminded Councillors that there are three defibrillators in the parish, one at Piggies, one outside the Toilets in Lyneham and one in Bradenstoke.



CM21/237 **PLANNING**

CM21/238 **To Receive the Planning Report from 8th November 2021**
Report Received.

CM21/239 **To Consider the following planning requests**

[PL/2021/09781](#)

Proposal

Proposed Single Storey Extension With Reconfiguration Of Existing Dwelling Together With Creation Of Garage & Workshop.

Site Address

6 The Banks, Lyneham, Chippenham, SN15 4NT

Outcome

No Objections / Comments

[PL/2021/09551](#)

Proposal

Alterations and Two Storey Side Extension.

Site Address

3 Thickthorn Farm, Lyneham, Chippenham, SN15 4DY

Outcome

No Objections / Comments

[PL/2021/09817](#)

Proposal

Approval of Reserved Matters pursuant to outline planning permission [20/02387/OUT](#) for residential development of 50 dwellings and provision of land for D2 use; including the creation of new vehicular access, public open space, landscape planting, pumping station, surface water attenuation and associated infrastructure.

Site Address

Land At Pound Farm, South View, Lyneham

Outcome

Object

Proposed AJ. Seconded RG2. Passed.



The plans look well thought out and the majority of issues have been addressed.

Some Issues that still need to be addressed.

1. Parking 10 visitor parking for 50 houses. Is that sufficient?
2. The green areas look good, but have concerns on
 - 2.1. Is there a covenant to ensure that they stay as green areas?
 - 2.2. Is it included in open spaces register?
 - 2.3. Who is going to maintain them and pay for it?
3. D2 area 60m X 28m approx. Parish Councils need to think what we can do with this area
 - 3.1. It would be good as a Doctors Surgery. Further inquiries needed. The cost of the building would be a factor.
 - 3.2. Good spot for a Child Nursery. Would need to get a commercial enterprise interested.
 - 3.3. It could be made into a 5 a side football pitch.
4. Vehicular entrance to Play Park from road next to number 44 is required. Houses in this area (houses 40 to 48) very jammed in and insufficient parking and access
5. No mention made of houses having Solar panels. Surely, all new houses should have solar panels.
6. No mention made of type of heating that is to be used in these houses. Should it be ground or air source? Even with good insulation pure electric heating can be expensive.
7. The access to the Wootton Bassett Road is on a blind bend. Will a 20-mph speed limit be introduced. Will the estate have a 20-mph limit as it is adjacent to an open green space

AJ Updated that the plans for the White Hart have been refused.



- CM21/240 **REPORTS FROM WORKING GROUPS & UPDATES FROM COUNCILLORS**
- CM21/241 **Flower Beds Working Group**
 SG and GB have prepared a draft list of areas to be considered for the maintenance contract and these are now with the Clerk to roll into a contract for quoting.
- CM21/242 **Allotment Working Group**
 Payments have now been received. Some outstanding contracts to be signed. There is one vacant allotment.
 RG2 to send a list of those allotments he believes may also be vacant.
 Some allotments require attention from the holders due to overgrowth.
Action: RG2 to send details to EM
- CM21/243 **Open Spaces & Play Areas Working Group**
 A gate post has been replaced due to rot (this was also mentioned on the RoSPA report but was already in the process of being replaced).
 There has been some deterioration in the play surface. This will be discussed later as there is a quote for resolution of the issue.
 FB is meeting with a contractor on 10th November to review the work needed for the entrance to Bradenstoke play area.
 FB will also discuss the proposed alterations to the noticeboard area in Bradenstoke to resolve the accessibility issue.
- CM21/244 **Neighbourhood Development Plan Update**
 The Council will look at potentially retiring the Steering Group and handing over to the Planning Committee once the team has had a chance to have a final meeting.
 FB reported that the NDP website was no longer needed and the material be held on the Parish Council's website
 Proposed FB. Seconded SG. Passed.
IT WAS RESOLVED THAT the NDP website be decommissioned.
Action: EM to write to Lemon Gazelle and inform
- CM21/245 **Royal Wootton Bassett & Cricklade Area Community Safety Forum Update**
 Next meeting is the 12th November. No further update.



- CM21/246 **Royal Wootton Bassett & Cricklade Area Board**
 RG2 expressed interest in attending. FB was willing to resign from the position.
 Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT Cllr Glover attend the Area Board and that Cllr Ball will no longer do so.
- CM21/247 **SID Working Group Update**
 Proposed AJ. Seconded RG2. Passed.
IT WAS RESOLVED THAT Cllr Green join the SID Working Group.
 Proposed FB. Seconded SG. Passed.
IT WAS RESOLVED THAT Cllr Jones join the SID Working Group.
- CM21/248 **War Memorial Working Group Update**
 No update
- CM21/249 **Emergency Plan Working Group**
 No update
Action: AJ to look at the emergency plan
- CM21/250 **Highways and Maintenance Working Group**
 If anyone in the village has any maintenance items, please contact the Clerk.
 There is a build-up of leaves. FB has asked SG to speak to the Parish Steward. This will be addressed shortly (sweeper to be dispatched)
- CM21/251 **Community Action Transport Group (CATG)**
 No CATG meeting since last PC meeting. CATG priorities will be discussed later in this Agenda.
 Next meeting 15th December
- CM21/252 **Young People and Families Working Group**
 CC/AJ raised the idea of the Skate Park. This may be a slow-burn project and potential feedback will be taken during the consultative coffee mornings.
- CM21/253 **Public Relations and Communications Working Group**
 SG updated that there will be a consultative coffee morning on the 20th November between 11am and 2pm at Bradenstoke Village Hall, for Bradenstoke villagers to discuss their thoughts (open to all but focussed on Bradenstoke). There will be a similar session held for Lynham in the near future.



FB raised that maybe the Council should consider a parish newsletter to improve communication.

CM21/254 TO REVIEW THE CATG AUDIT ITEMS AND AGREE NEXT STEPS

Identifier	Description	Priority	Raised
11-21-1	Lyneham junction visibility (nr Tesco's junction)	2	19/02/21
11-21-2	Bradenstoke dropped kerbs (5)	1	19/02/21
11-21-3	Lyneham - Preston Lane signing (to indicate dead end)	3	19/02/21
NEW CONSIDERATION	Addition of two streetlights in Rosehill Close Hollow Way Road, Bradenstoke (between Rosehill Close and the Main Road)	NEW	

Note: the new consideration is for lighting along Hollow Way NEAR to Rosehill Close, not IN Rosehill Close. This item will be placed before CATG for review and is not currently prioritised by the Parish Council.

CM21/255 TO RECEIVE, FOR INFORMATION, THE CLERK'S REPORT

The gate post at Pound Close has been fixed (FB to confirm).

Request for quotes sent for Toilets and Grass Cutting. One quote received for each. Currently working on the contract for flower bed maintenance.

Working with MOD regarding the Flower Meadow – waiting on confirmation that land is “for the Parish”

Side-Agreement now received signed by Wiltshire Council. Currently waiting on funds transfer

Unity Bank has approved DL but the application for SG hit some issues. Will need to be resubmitted.

Microsoft licensing has been reorganised slightly and produced some cost savings.



CM21/256 **FINANCE MATTERS**

CM21/257 **To Consider Ending (on November 30th) or Extending (to December 31st) the Scheme of Delegation to the Clerk in consultation with the Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than 31st December 2021 if extended.**

Proposed AJ. Seconded RG2. Passed.

IT WAS RESOLVED THAT the Scheme of Delegation be extended to December 31st, 2021 and be reviewed at the December Full Council Meeting.

CM21/258 **To Receive For Information, Actions Taken By The Clerk Since The Last Meeting In Accordance With Resolution CM21/044**

No actions taken under this authority since the last meeting.

CM21/259 **To Receive For Information, Disbursements Made Since The Last Meeting**

Received. Disbursements will be attached to these minutes

CM21/260 **To Consider And Approve The Schedule Of Forthcoming Payments**

Proposed AJ. Seconded SG. Passed.

IT WAS RESOLVED THAT the Schedule Of Forthcoming Payments Be Approved.

CM21/261 **To Receive The Bank Reconciliations As Presented**

Received.

CM21/262 **To Review The Initial Draft of the 2022/23 Parish Council Budget**

Budget proposal circulated and posted to website. No feedback on any special considerations.

January 18th is the latest approval date.

CM21/263 **ANNUAL ROSPA REPORTS FOR POUND CLOSE PLAYGROUND AND BRADENSTOKE PLAYGROUND**

CM21/264 **To Receive The Reports From Playsafe**

Reports received.

Gate Post has been fixed at Pound Close. There is more work to do to validate fencing items.

RG2 & CC will attend the next RoSPA Safety Inspection Course.



- CM21/265 **To Consider and Agree The Suggested Maintenance Of The Surfacing At A Cost Of £392 + VAT (S J Aplin Playgrounds)**
Deferred to allow for additional quotes.
Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT the Motion Be Deferred Pending Further Quotes; To Be Reviewed in December Meeting
- CM21/266 **CLARIFICATION ON WATER PRESSURE DUE TO FORTHCOMING MOD POWER OUTAGE**
AJ will speak to Major McDavid to ask that MOD be more specific in the communications to provide clarity to residents.
- CM21/267 **TO RECEIVE AN UPDATE ON THE COMMUNITY ENGAGEMENT MEETING WITH THE BRADENSTOKE COMMUNITY**
Discussed earlier
- CM21/268 **TO CONSIDER AND AGREE ON A COMMUNITY ENGAGEMENT MEETING WITH THE LYNEHAM COMMUNITY**
Date to be confirmed following the Bradenstoke meeting (placeholder is 8th January, 11am to 2pm). FB to check on VH availability.
- CM21/269 **TO REVIEW AND APPROVE THE REMOVAL OF STANDING ORDER 3E**
The Parish Council plans to hold meetings equitably between the two Village Halls (5-6 meetings per year each), planned for the second Tuesday of each month.
Proposed AJ. Seconded FB. Passed.
IT WAS RESOLVED THAT Standing Order 3e be removed
Proposed AJ. Seconded RG2. Passed.
IT WAS RESOLVED THAT the Council Will Not Post Agendas In The Library
- CM21/270 **TO RECEIVE FOR INFORMATION, CORRESPONDENCE AND CIRCULARS RECEIVED**
- CM21/271 **Letter from Lyneham Village Hall Committee**
Discussed previously
- CM21/272 **Other**
None
- CM21/273 **TO CONSIDER ITEMS OF MAINTENANCE**
No additional items.



Action: FB to make a list of items that should be considered as part of a general maintenance contract (noticeboard oiling, picnic tables, benches etc).

CM21/274 **KEY MESSAGES**
None.

CM21/275 **NEXT MEETING.**
The next Full Parish Council meeting will be held on Tuesday 14th December 2021 at 7pm, at Bradenstoke Village Hall.

Meeting Closed 8:37pm



Summary of Public Participation Section

Parish Council Vice-Chairman, Cllr. Antony Jones opened the meeting at 7:00pm and invited participation from the public.

Report from Wiltshire Council

Wiltshire Councillor, Allison Bucknell.

Cllr Bucknell's had no further updates from the meeting in October.

MOD Lyneham Report from Major Iain McDavid

No significant news since the last meeting. The MOD are looking forward to supporting the community as part of the Remembrance Day.

Thursday 11th – Wreath laying at St. Marys Bradenstoke as well as support RWB Council

Sunday 14th – Various activities at St. Michaels and at MOD Lyneham. Public service in the museum car park to mark the 11th hour with a brief service.

PCSO

No update.

Other Public Items discussed

No questions from the public.

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

Signed _____ *Antony Jones* _____

Date _____ 14th December 2021 _____



Reference or Cheque No.	Date	Payee	Invoice No	Purpose	Amount*	VAT
Receipts						
Allot14	01-Nov-21	Allotment Plot Tenant		Plot 14	£ 18.00	N/A
Allot24	25-Oct-21	Allotment Plot Tenant		Plot 24	£ 18.00	N/A
Unbanked Receipts						
Allot 3		Allotment Plot Tenant		Plot 3	£ 18.00	N/A
Allot12		Allotment Plot Tenant		Plot 12	£ 18.00	N/A
Allot16		Allotment Plot Tenant		Plot 16	£ 18.00	N/A
Allot40		Allotment Plot Tenant		Plot 40	£ 18.00	N/A
Allot13		Allotment Plot Tenant		Plot 13	£ 18.00	N/A
Allot23		Allotment Plot Tenant		Plot 23	£ 18.00	N/A
Expected Receipts						
Allot28-29-31		Allotment Plot Tenant		Plot 28,29,31	£ 54.00	N/A
Allot39		Allotment Plot Tenant		Plot 39	£ 18.00	N/A
Allot35		Allotment Plot Tenant		Plot 35	£ 18.00	N/A
Allot37-38		Allotment Plot Tenant		Plot 37, 38	£ 36.00	N/A
2010186		Wiltshire Council		S.106 Calne Road	£ 40,740.00	N/A
Payments Made Since Last Meeting						
2010184	26-Oct-21	B/P to: Elizabeth Martin	October	Salary		N
2010189	06-Nov-21	B/P to: Bradenstoke Village Hall	BVH20063	October Meeting	£ 17.50	N
2010190	06-Nov-21	B/P to: WALC	WWALC00313 &	3x Planning Training Courses	£ 90.00	Y
2010191	06-Nov-21	B/P to: Community Heartbeat	9536	Defib Annual Support	£ 432.00	Y
2010182	06-Nov-21	B/P to: Lemon Gazelle	359	NDP Website October	£ 50.00	N
2010193	06-Nov-21	B/P to: Kevin Isles	3377	Grass + Gate Post Repairs, Playground	£ 685.00	N
2010194	06-Nov-21	B/P to: Playsafe	59542	Inspections	£ 198.00	Y
2010183	06-Nov-21	B/P to: Charlton Baker	47544	Payroll - October	£ 14.58	Y
2010195	06-Nov-21	B/P to: Castle Water	6176734	Water	£ 109.22	N
2010200	29-Oct-21	B/P to: YMCA Brunel / Little Ducklings	CM21/222	Grant to Little Ducklings Nursery	£ 3,280.00	N
2010201	06-Nov-21	B/P to: Royal BL Poppy	TEB24	3 x Wreaths @ £25ea	£ 75.00	N
Forthcoming Approved Payments (not included on Reconciliation)						
2010164		B/P to: RKM Construction	July, August, Sept, Oct	Toilet Cleaning	£ 1,825.00	N
2010192		B/P to: Lemon Gazelle		NDP Website November	£ 50.00	N
2010196		B/P to: Charlton Baker		Payroll - November	14.58	Y
2010197	27-Nov	B/P to: Elizabeth Martin	November	Salary		N
2010198	08-Dec-21	B/P to: Elizabeth Martin	November	Pension		N
2010151	08-Nov-21	B/P to: Elizabeth Martin	October	Pension		N
2010185		B/P to: e.on		Electric - October	Approx £25	R
2010187		B/P to: Lyneham Village Hall	CM20/259	S.106 Grant for Roof (Part Payment) ***	£ 20,234.00	N
2010188		B/P to: Bradenstoke Village Hall	CM20/260	S.106 Grant for Septic Tank (Whole Payment)	£ 8,230.00	N
2010199		B/P to: Elizabeth Martin		Microsoft Expenses	£ 47.20	N
Planned Internal Banking Transfers						
		S.106 Funds to Reserves		Move Remaining S106 Grant to Reserves	£ 12,276.00	N/A

* Amounts include VAT

*** Remaining Grant Balance will be £12,276 subject to proof of works