

## LYNEHAM AND BRADENSTOKE PARISH COUNCIL

### Minutes of the meeting held on 10<sup>th</sup> March 2020 at St Michaels Church Hall at 7pm

Present: Cllr Frank Ball (Chairman) Cllr Keith Webster (Vice-chairman)

Cllrs: Liam Broughton, Tim Darch, Gayna Howarth, Carol Jenkins, Chris Moncrieffe

There were 9 members of the public present.

The Chairman opened the meeting by informing those present that the meeting was being recorded for the purpose of accurate Minutes. Notices had been placed at the entrance and on the front of the desk.

#### Public Participation

- a) Mr Kevin Hamilton, owner of the White Hart pub in Lyneham, gave a brief overview of his proposals for the currently closed pub. He hoped to submit a planning application in late April for 7 homes on the pub site. This would involve demolition of some sub-standard buildings to the rear of the pub building. Once this development was underway, he would then lease the pub to someone who would re-open it as a pub/restaurant. The Chairman thanked Mr Hamilton for letting the Parish Council know about his proposals but explained that Councillors would make any comments, in the normal way, once the planning application is submitted to Wiltshire Council and is out for consultation.
- b) Wiltshire Councillor Allison Bucknell had given her apologies for this meeting as she was on holiday. The Chairman read through the written report, a copy of which is attached to these Minutes.
- c) Amy Dallimore reported on behalf of MOD Lyneham that approximately 37 families from the new battalion would be locating to MOD Lyneham families' quarters up to 1<sup>st</sup> June, together with approximately 350 single personnel. The Chairman asked Amy if she could obtain contact details for someone responsible for the MOD estate as there are some issues around the MOD grounds maintenance in certain areas in the village that the Parish Council would like to discuss. Amy would pass on these details to the Parish Clerk.
- d) Stevie Palmer, resident of Bradenstoke, asked what the cost had been for the objections raised by a resident to the 2018/19 annual accounts. The reply was given that the cost had been almost £800.
- e) Richard Marshall, resident of Lyneham, wished to give his thanks to the Parish Council for the many improvements that had taken place within the village and the Parish Councils administration in recent months.
- f) The Chairman announced that the recently co-opted Cllr Dave Smith had resigned from the Parish Council. He was now in a new role within the Army and did not have the necessary time available to become involved with the Parish Council. There is now a vacancy for a Councillor and the relevant notices have been posted on the Parish Council noticeboards and on the website.

**The numbering of these Minutes will follow the numbering on the Agenda for this meeting.**

1. **Apologies for absence** were received from Cllrs Ant Jones (Chairing a School Governors meeting) and Rod Gill (hospital appointment). There had been no contact from Cllr Elford.
2. **Declarations of Interest** – None
3. **Minutes** of the meeting held on 11<sup>th</sup> February 2020 were approved and signed by the Chairman.

4. **Planning Committee** - Cllr Tim Darch reported that Wiltshire Council Planning Department was still having serious problems with the Planning IT system. Approval had been given for the planning application for 43 Lancaster Square.

5. **HR Sub-committee**

Cllr Liam Broughton reported that the vacancy for Parish Clerk had been advertised on the WALC website, the Hive blogspot, Facebook and LinkedIn. It was proposed by Cllr Liam Broughton, seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED THAT the vacancy be advertised on the Society of Local Council Clerks website at a cost of £205 plus VAT for two weeks.

6. **Reports from Working Groups**

6.1 **Communications Working Group**

- Cllr Tim Darch reported that the new website was now 'live' with the address being [www.lynehamandbradenstoke-pc.gov.uk](http://www.lynehamandbradenstoke-pc.gov.uk)

It would be run concurrently with the existing website for approximately one month. There will be bugs and spelling mistakes, however there is a link to the webmaster and any errors or omissions should be directed there. Any issues would be dealt with within two days. The Planning Tracker link is currently not working due to the ongoing issues at Wiltshire Council. The current website will automatically redirect to the new website. Cllr Darch also asked the public to let him have any information about Community Groups for inclusion on the Community pages.

- Cllr Liam Broughton would be setting up new email addresses for Councillors between 23<sup>rd</sup> and 30<sup>th</sup> March and would need approximately 30 minutes of each Councillors time to do this.

The Chairman, Cllr Frank Ball, thanked Cllrs Tim Darch and Liam Broughton for their extensive hard work on the Parish Councils IT provision, which would have cost a great deal if an outside company had been engaged for the work.

**Policy Review Working Group**

6.2 The following revised policy documents were presented for consideration 'en bloc'.

- Disciplinary Policy
- Grievance Policy
- Staff Sickness Absence Policy
- Safeguarding Policy
- Health & Safety Policy
- Terms of Reference for Working Groups
- Grant Application Awarding Policy
- Publication Scheme
- Management and Retention of Documents
- Email policy

It was proposed by Cllr Tim Darch, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT the revised policy documents listed be approved.

Cllr Tim Darch explained that the Email Policy should be treated slightly differently regarding revisions. The new email system may bring difficulties that need to be dealt with by means of alteration to the Policy document within the six month period in Standing Order 7. It was proposed Cllr Darch, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT the new Email policy be exempted from Standing Order number 7 for six months to allow alterations to be made to the policy if necessary.

6.3 **Allotment Working Group** – The Working Group were dealing with some flooding issues at the allotments and it had been discovered that some of the ditches needed clearing. It was suggested by resident, Stevie Palmer, that Laurence Burchell from Lillybrook Estates may be able to assist with this work and the Parish Clerk was asked to contact the company. Some hedges needed to be cut back and it was decided that Councillors would carry out this work. All allotment rents had been paid with the exception of one tenant, who has two allotments. A reminder had been sent on 9<sup>th</sup> February but no response received. Cllr Gayna Howarth volunteered to visit the tenant to make sure he had received all the paperwork sent to him and find out whether he still wanted to have the allotments. The Parish Clerk would send duplicate Agreement to Cllr Howarth for this purpose.

6.4 **Play Areas Working Group**

The Parish Clerk had obtained a further quote from Sovereign Play Equipment but the company had quoted for an annual maintenance agreement rather than for the work required at both play areas. A third company had not responded at all. It was proposed by Cllr Gayna Howarth, seconded by Cllr Chris Moncrieffe and

UNANIMOUSLY RESOLVED THAT the quote from S J Aplin for £6971 be approved to bring the play areas up to standard

AND

that S J Aplin be asked to quote for an annual maintenance contract.

6.5 **Highways and Maintenance Working Group**

6.5.1 *Noticeboards* – Information had now been received from Wiltshire Council that the Parish Council may erect Noticeboards within a highway verge without a licence being necessary. The relevant legislation is a delegated power under the Town & Country Planning Act. Wiltshire Council requires details of the proposals, method statement and chosen contractor. Cllr Chris Moncrieffe undertook to prepare a specification to give to the Chairman. It was proposed by Cllr Frank Ball, seconded by Cllr Chris Moncrieffe and

UNANIMOUSLY RESOLVED THAT

1. The Parish Councils noticeboard at the junction of Boundary Close in Bradenstoke be lowered to provide access for all;
2. Cllr Chris Moncrieffe will prepare a specification of works to send to Martin Cook at Wiltshire Council;
3. Cllr Frank Ball will obtain quotes for the work.

6.5.2 *Bradenstoke Junction replacement lights* – There were two proposals for this work, both of which are attached to and form part of these Minutes. It was proposed by Cllr Tim Darch, seconded by Cllr Frank Ball and

UNANIMOUSLY RESOLVED THAT the Option for 4 lights, at an estimated cost of £7,700 be approved.

The Parish Clerk was requested to contact Wiltshire Councillor Allison Bucknell to let her know of the decision and confirm that an application to the Community Solar Benefit Fund will be made for the cost of the work.

6.6 **Open Spaces Working Group**

*Trees on The Green* - The work to these trees had been completed. However, Cllr Frank Ball had concerns about two trees between Piggies Café and the Village Hall, due to very large branches hanging over the road. The Parish Clerk was asked to contact Kevin Franklin Garden Services to seek his advice.

NB: Subsequent to the Meeting, Cllr Frank Ball met with Kevin Franklin who assured him that these branches were in a safe condition and need not be removed.

*Great British Spring Clean* – The information from Wiltshire Council was noted. Councillors felt that there was too little time to make arrangements for the campaign which runs from 20<sup>th</sup> March to 13<sup>th</sup> April. However, it may be possible to arrange something for later this year and the Parish Clerk was requested to place an item on the Agenda for the June 2020 meeting.

- 6.7 **Neighbourhood Development Plan Steering Group** – Cllr Keith Webster, Chair of the Steering Group reported that the NDP Steering Group is undertaking survey work on Green Infrastructure and Open Spaces and Rural Facilities on behalf of the Parish Council, following a very late request from Wiltshire Council for this work. A "drop in" session will be held on Saturday 21st March 2020, Lyneham Village Hall, 10am - 12noon, hosted by Parish Councillors and NDP Steering Group members. Surveys and information have been posted on Parish Council website so that residents may download the survey form to complete and return to Wiltshire Council. Paper survey forms will be available at the "drop in" for attendees to complete. Maps for Open Spaces will be available to view. Cllr Frank Ball thanked the Steering Group for taking on this work as such short notice. Briefing Note 20-11 from Wiltshire Council is attached to and forms part of these Minutes. Cllr Webster further reported that the Group is still awaiting a decision from Wiltshire Council as to what surveys/strategies would need to be carried out for the Neighbourhood Plan.

## 7. Financial Reports

- 7.1 The following balances at the bank at 29<sup>th</sup> February 2020 were noted:

Current Account - £26,529.26

Deposit Account - £68,342.08

£30,000 has been transferred from the Current Account to the Deposit Account. This transfer was done by telephone because the bank is still being difficult about giving the Parish Clerk authority to carry out online banking to do such transfers. Some progress has been made now that a specific person at the HSBC Call Centre is helping to sort out the problem. However, the Parish Clerk raised a complaint about the situation and compensation of £250 had been given to the Parish Council in recognition of the loss of interest caused by not being able to transfer funds to the Deposit account.

- 7.2 The schedule of cheques for payment was presented as follows:

### CHEQUE PAYMENT SCHEDULE – ALL CHEQUES DATED 10.3.2020

Cheque No	Date	Payee	Invoice No	Purpose	Amount £
100983	10.3.2020	Ray Cole	---	Donation	35.00
100984	10.3.2020	Lyneham Village Hall	---	Grant funding	800.00
100985	10.3.2020	Lyneham Military Wives Choir	---	Grant funding	899.00
100986	10.3.2020	Lyneham Methodist Church	23,23A,22A, 24,25,26	Hall Hire – NDP & LBPC	78.00
100987	10.3.2020	CANCELLED			----
100988	10.3.2020	Kevin Iles	3001, 2965	Grasscutting, leaf and grass verge overgrowth removal	2590.00
100989	10.3.2020	Gayna Howarth	8567	Refund for play area fencing	54.00
100990	10.3.2020	Bradenstoke Village Hall	BHV003	Hall Hire	22.75
100991	10.3.2020	E.on	H18286207 B	Toilets Electricity	51.20

100992	10.3.2020	Franklins Garden Supplies	0040	Tree maintenance	5947.00
100993	10.3.2020	Mrs Ann Kingdon	4/2020	Salary and consumables	532.15
100994	10.3.2020	Lemon Gazelle	278	NDP Website	50.00
<b>TOTAL</b>					<b>£11059.10</b>

It was proposed by Cllr Frank Ball, seconded by Cllr Tim Darch and

UNANIMOUSLY RESOLVED THAT the cheques on the Schedule be approved for payment.

**Financial Reports to 31<sup>st</sup> January 2020** - It had not been possible to produce any financial reports before the meeting because bank statements had not been received. There were three “aged” un-presented cheques and further investigation with the payees had produced no information as to their whereabouts. These have all now been ‘stopped’ at the bank, at no charge, and have therefore been written back into the Accounts.

8. **Notice of Motion – Council Facebook Page** - Cllr Tim Darch spoke to the Motion, a copy of which is attached to and forms part of these Minutes. It was proposed by Cllr Tim Darch, seconded by Cllr Keith Webster and

UNANIMOUSLY RESOLVED THAT Lyneham and Bradenstoke Parish Council open a Facebook Page but with comments turned off AND THAT Cllr Tim Darch would be the moderator of the Facebook page.

9. **Solar Community Benefit Fund Committee** – It was

UNANIMOUSLY RESOLVED THAT the Chairman, Councillor Frank Ball, be the Parish Councils representative to the Solar Community Benefit Fund Committee.

10. **Youth Work provision.** Despite a further request to CMAS for a copy of the Service Level Agreement, no information has been received. Cllr Carol Jenkins proposed that an on-line survey be carried out amongst 13-19 year olds in the Lyneham area to try to find out what type of youth provision is wanted. Once this had been done then the Parish Council would discuss the issue further and decide how to move forward. An item should be included on the April Agenda.

11. **Donation of Commemorative Bench on The Green** – The Parish Clerk’s report, which is attached to and forms part of these Minutes, was noted. The donation of the bench was approved in principle but it was decided that the Parish Clerk should arrange to meet the family and report back at the April meeting, so the Parish Council has more background information before making a final decision.

12. **Request for letter of support for St Michael’s Church Heritage Trail** – The request from Tony Evans, Churchwarden, was noted. It was proposed by Cllr Frank Ball, seconded by Cllr Carol Jenkins and

UNANIMOUSLY RESOLVED THAT a letter of support for the project be sent to Tony Evans

13. **Wiltshire Council Briefing Note 20-10** – Suggestions for bus service improvements in the area were as follows:

- The 55 service schedule be extended to have buses starting earlier in the day during the week and later in the evening on Friday and Saturday than at present;
- More support to extend the service provided by Phoenix Taxis for Bradenstoke residents.

The Parish Clerk was requested to respond to the survey.

14. **Councillor Observations and Items for the next Agenda** – the following items for the next Agenda were requested:

- Cllr Tim Darch - remaining policy documents;
- Cllr Liam Broughton - update on the Recruitment process;
- Cllr Keith Webster – approval of survey results for Open Spaces and Green Infrastructure survey and Rural Facilities survey;
- Cllr Gayna Howarth - Flower Beds Working Group and Allotments Working Group

- Cllr Carol Jenkins – appointment of one more member for the Young People and Families Working Group;
  - Cllr Frank Ball – changing the venue for Parish Council meetings to the Village Hall.
  - Cllr Frank Ball – Village Hall Management Committee AGM would be held on 23<sup>rd</sup> March at the Village Hall and Councillors would be welcome to attend.
15. The next meeting of the Parish Council would be held on Tuesday 14<sup>th</sup> April 2020 at St Michaels Church Hall to be preceded by the Annual Parish Meeting at 7pm.

**The meeting was adjourned at 9pm for a break, reconvening at 9.30pm**

**Exclusion of members of the Press and Public** – It was proposed by Cllr Frank Ball, seconded by Cllr Chris Moncrieffe and

RESOLVED THAT in accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

- 15.1 **Confidential Minutes** – The Confidential Minutes of the meeting held on 11<sup>th</sup> February 2020 were approved and signed by the Chairman.

Signed ..... Date .....  
Chairman