

Lyneham and Bradenstoke Parish Council
MINUTES OF MEETING
Held on Tuesday 14 June 2011 at Lyneham Village Hall

Present: Parish Councillors: Mrs Ann Allen, F Ball, D Bunney, Mrs T Franks, R Gill, R Glover (Chairman), Mrs J Harris, Mrs A Kingdon (Vice Chairman), Mrs D Turner, J Webb, T Webb

Wiltshire Councillor Mrs A Bucknell

Police Representative: PC S Porter

RAF Representative: Sqn Ldr R Connolly

Community Development Worker: Lisa Mitchell

5 Members of the public

17/11 Apologies for Absence - There were none. All Councillors in attendance.

18/11 Minutes - The Minutes of the meeting of the Council held on Tuesday 10 May 2011, having been previously circulated, were taken as read, approved by the Council and signed by the Chairman.

19/11 Declarations of Interest - There were none in addition to those already declared by Councillors.

20/11 Public Question Time - The meeting was adjourned at 1935 to allow questions or representations from members of the public.

1. HGV accident on the B4069 at Lyneham Banks

Question from Mr T Blundell, Argosy Road, Lyneham. An HGV owned by E W Gardner rolled over causing damage from diesel spill and closed this road for two days for repairs. Mr Blundell asked why Wiltshire Council was still pursuing a voluntary agreement with road hauliers not to use this unsuitable road, when this had already been tried without success.

Mr A Humm suggested there is an urgent requirement to address use of this unsuitable road by HGVs before there is a fatality. This latest accident is the third one in recent times and the matter should be re-opened by the Area Board.

Wiltshire Councillor Mrs A Bucknell explained that Wiltshire Council had a process for dealing with such issues and the voluntary agreement had to be trialled before progression to other solutions. A key issue with a weight restriction on this road was the displacement of HGVs to a different route with possible complaints from a different set of residents, together with policing issues.

2. Closure of RAF Lyneham - Mr A Humm requested information about maintenance of the roadside ditches and verges between the "C" site gate and Melsome Road. The RAF has maintained these areas up until now, but Mr Humm was concerned as to who would maintain them once the RAF leaves the base. Sqn Ldr Connolly would investigate and report back to the Council.

3. Community Speedwatch - Mr Watkins, Lilleybrook asked when a Community Speedwatch scheme was going to be set up as the Council had discussed this in the past. Cllr Mrs Kingdon was looking into the process to set up a Scheme for Lyneham and Bradenstoke and the matter would be discussed at the next meeting.

4. Speed Restriction Signs - Mr White, Bradenstoke said that a speed restriction sign was missing from the road into Bradenstoke. Cllr Webb said that there is a sign but it is further back along the road. He had queried this with Wiltshire Council and asked for a review of this location.

Public Question Time finished at 1955 and the meeting resumed.

21/11 Statutory Business and matters deferred from last meeting

A. Resignation of Chairman (Councillor R Glover)

Councillor Glover explained that, on the advice of his GP to cut back on his commitments for health reasons, he wished to relinquish the post of Chairman to the Parish Council. There was still much to do relative to the Parish Council working from a sound basis and to this end Cllr Mrs Kingdon had put in a lot of work in the past few weeks dealing with several outstanding matters and he wished to propose a vote of thanks to her. It was proposed by Cllr Glover, seconded by Cllr Mrs Franks and

UNANIMOUSLY RESOLVED THAT Cllr Mrs Kingdon be thanked for her hard work over the past few weeks in dealing with outstanding matters on behalf of the Parish Council.

B. Election of Chairman

It was proposed by Cllr F Ball, seconded by Cllr Mrs T Franks and

UNANIMOUSLY RESOLVED THAT Cllr Mrs A Kingdon be elected Chairman of the Parish Council for the remainder of the current municipal year.
(Councillor Mrs Kingdon in the Chair)

C. Election of Vice Chairman

As Cllr Mrs A Kingdon had been the Vice Chairman, it was now necessary to elect a new Vice Chairman. It was proposed by Cllr Mrs A Kingdon, seconded by Cllr Mrs T Franks and

UNANIMOUSLY RESOLVED THAT Cllr R Glover be elected as Vice Chairman for the remainder of the current municipal year.

D. Appointment of Committees and Representatives to Outside Bodies

The list of Committees and Representatives to Outside Bodies was discussed and the revised list is attached at Appendix A to these Minutes.

22/11 RAF Matters - At the previous meeting a question had been asked about the future of open space land at the rear of Pintail Close. Sqn Ldr Connolly reported that this grassed area will be sold at the same time as the rest of RAF Lyneham, though as a separate lot. It will go through the requirement to be offered back to the previous owner.

Sqn Ldr Connolly confirmed that the RAF was willing to donate the sum of £500 towards a memorial to commemorate the RAF time at Lyneham. The Chairman was discussing various proposals with interested parties and would come back to the Council at a later date with suggestions for consideration, once full information was available.

Councillor J Webb queried the situation with regards to ditch cleaning around the perimeter of the RAF base. Sqn Ldr Connolly would pursue this and liaise with Wiltshire Councillor Mrs Bucknell regarding which organisation is responsible and would report back when the situation is clarified.

23/11 Police Matters - PC Porter reported that speed checks were being done in Lyneham on a regular basis but the checks were more of a deterrent, as once the Police presence was seen, motorists generally slowed down to the speed limit. Unfortunately the Police couldn't be on duty all the time for this sole purpose. The Chairman had attended one of these speed checks, and confirmed that the checks did act more as a deterrent to speeding, but this was why it would be important to set up the Community Speedwatch scheme.

Councillor Franks requested that the Police check the 'boy racers' that were frequently using the road from Tesco Express and onward from the RAF base main gate as a race track, usually around 2100hours.

The Chairman pointed out that the Chippenham Road area would be a good place for speed checks as traffic moved very quickly along this wide and fairly straight road.

PC Porter requested that allotment growers be extra vigilant at this time of year, when ripening crops had, in the past, been stolen and damage caused in the process.

24/11 Chairman's Announcements

A. **Resignation of Parish Clerk** - The Chairman announced that a letter of resignation had been received from the Parish Clerk, Mrs Jane Bremner, who would be missed. The Chairman presented Mrs Bremner with a bouquet of flowers as a token of the Council's appreciation and thanked her for her hard work during her time with the Council.

B. An invitation had been received from Wiltshire Council to attend public meetings to discuss their Business Plan for the next four years. The meetings were to be held as follows:

Wednesday 22 June - Salisbury, Guildhall, Banqueting Room 6 – 8pm

Monday 27 June - Chippenham, Council Chambers, Monkton Park 6 – 8pm

Tuesday 5 July - Trowbridge, Council Chambers, County Hall 6 – 8pm

Thursday 7 July - Devizes, Council Chambers, Browfort 6.30 – 8.30 pm

Councillors were welcome to attend any of these meetings.

C. An invitation had been received from Lyneham Primary School to the launch of the Community Venue on 30 June 2011 3.30pm – 5.00pm

25/11 Report from Wiltshire Councillor - Councillor Mrs Bucknell reminded everyone about two consultation documents that can be found on the Wiltshire Council website, Spatial Strategy and Waste Strategy, and encouraged Councillors to respond. She also referred to the Campus consultation for Wootton Bassett and stated that there has been no decision made yet about whether or not there will be a swimming pool. The consultation document could be found in the Library or on line. Councillor Mrs Bucknell said that she had attended a meeting earlier that day to discuss how best to deal with the pre-school provision (Little Alberts, Lyneham Pre School and Bumble Bees) during the close down of RAF Lyneham. She informed everyone that there is more youth work going on in Lyneham and Bradenstoke, and that the Area Board are looking at a project to collate and publicise the information about what's on to both young people and their parents/carers.

26/11 Items for update and discussion by Councillors

A. **Lyneham & Bradenstoke Parish Council Newsletter/Welcome Pack** - Due to other urgent matters requiring attention neither of these had been finalised. The Newsletter was nearing completion and it was felt that the issues should be seasonal rather than being dated for a particular month. They would be issued four times per year in spring, summer, autumn and winter and it was hoped that the first issue would be published within the next month.

B. **Neighbourhood Watch Scheme** – There would be an item in the Newsletter asking for volunteers for this scheme to be run in Lyneham. Councillor Glover would find out who runs the scheme in Bradenstoke to see if any help could be given in setting up a scheme for Lyneham.

C. **Request for Handyman** – There was now no need to employ a village Handyman because volunteers had come forward to do this work. The Council's insurance company had confirmed that the Parish Council has Public Liability insurance, currently up to £5M, but this will automatically be increased to £10M on renewal on 1 July 2011 with no extra premium. This covers volunteers although currently there is no personal accident cover included. Councillor Gill was happy to undertake any work on this basis and he was asked to keep a log of all work carried out, by whom and the cost of any materials required for expenses claims.

D. **Footway Installation - The Green**

It was decided to await full costings from Wiltshire Council for this work before consideration by the Council. It was hoped this would be available for the next meeting.

E. **Report on Area Board Meeting – 25 May 2011**

Councillor J Webb had attended this meeting on behalf of the Parish Council. He reported that a safety refuge with associated dropped kerbs would be installed in the area of Pound Close at a cost of £6000, and that dropped kerbs on both pavements and traffic island by the White Hart would also be installed at a cost of £5000. The funding for both was agreed by the Area Board, and will come from this year's budget. Wiltshire Council has yet to get a final price for extending the footpath on The Green. When this is forthcoming the Parish Council will be asked for a contribution, but this will have to come from the 2012/13 budget.

27/11 Planning Applications - Planning Application number N/11/01969/FUL had been received for a single storey side extension at 40 Lancaster Square. Members of the Planning Committee considered the application and decided that there was no objection to this application.

28/11 Highway and Transport Matters

A. Parish Steward Visits – a list of the work carried out by the Parish Steward is attached to these Minutes at Appendix B.

B. Lyneham Banks – B4069 – The following update had been received from Wiltshire Council: “We are about to begin pursuing a voluntary agreement with operators that regularly use the B4069 as a through route. The aim of the voluntary agreement will be for the operators identified to agree to direct their vehicles on to other more suitable routes in accordance with Wiltshire’s Freight Strategy. Our consultants Mouchel have already provided us with the names of a number of operators that regularly use the route and we are now looking to supplement this with additional information provided by local people. I will therefore be writing to all the parishes along the route to ask them to assist with this.

Once we have gathered the information we will seek to contact the operators, asking them to sign up to the agreement. We intend to publish a list of all those taking part in the agreement on the Wiltshire Council website. We will also be looking to publicise the scheme with the assistance of the Road Haulage Association and the Freight Transport Association. We will then monitor how successful the scheme is in reducing the amount of through traffic and we will review the situation at the end of an agreed monitoring period.

I will keep you updated as work progresses.”

Councillors debated the issue of the latest accident on Lyneham Banks involving a HGV from E W Gardner. It was proposed by Cllr Glover, seconded by Cllr Mrs J Harris and

RESOLVED THAT a strongly worded letter be sent to the Wiltshire Council Cabinet Member for Transport asking that a resolution of this long standing problem be sought, other than a voluntary agreement with road hauliers not to use this route, as this clearly was not preventing HGVs from using this unsuitable route from the M4.

It was proposed by Cllr Glover, seconded by Cllr Mrs J Harris and

RESOLVED THAT the Chairman contact the other Parish Councils along the B4069 route with a view to working together to approach Wiltshire Council for a resolution to this long standing problem.

29/11 Play Areas and Open Spaces (including The Green)

Pound Close – Cllr F Ball had not inspected this play area.

Bradenstoke – Cllr J Webb reported that the gate needs attention. Cllr R Gill would have a look to see what needs to be done.

Lyneham Green – Cllr T Webb would have a look at the dead tree on The Green next to Church Cottage to see whether it needs to be removed. The Chairman noted that all the trees on The Green need to be surveyed as there were dead limbs on some of them and others with branches overhanging the pavement at a low level. The person at Wiltshire Council responsible for trees would be contacted with a view to having this survey done and provide a list of work required. A Planning Application would be required for any work as the trees are subject to Tree Preservation Orders.

Aeropark – Cllr T Webb reported that the rope on the climbing frame was broken. Lisa Mitchell, Community Development Worker at RAF Lyneham would have this looked at and ensure any repairs are done.

30/11 Allotments

- A. **Update on current situation** – Cllr Glover reported that one allotment tenant had moved from the area and had not worked his allotment for about 12 months. He had therefore re-allocated this allotment to someone on the waiting list. There were now 8 people on the waiting list for an allotment.
- B. **Land for new allotments** – The Chairman noted that an appeal for land for allotments would be made in the Newsletter.

31/11 Finance and Administration

- A. **Year End Financial Matters** – The report attached to the Agenda from Cllr Mrs Kingdon (a copy of which is attached to and forms part of these Minutes) on the action taken to ensure that year end financial matters were dealt with by the statutory deadline of 30 June 2011 was noted.

It was proposed by Cllr R Glover, seconded by Cllr F Ball and

RESOLVED THAT the action taken by Councillor Mrs Kingdon described in her written report dated 26 May 2011 entitled “Year End Financial Matters” is approved by this Council.

It was proposed by Cllr Franks, seconded by Cllr Ball and

UNANIMOUSLY RESOLVED THAT the fee of £300 for preparation of Year End Accounts and Annual Return be met from the Council’s contingency fund in the budget for 2011/12.

- B. **Annual Internal Audit Report** – The Chairman informed Councillors that this report had only been received that morning, too late for circulation to everyone before the meeting. This would therefore be on the Agenda for the next meeting for discussion of the issues raised by the Internal Auditor.
- C. **Year End Accounts and Annual Return** – This paperwork had been circulated to Councillors ahead of the meeting. It was proposed by Cllr Glover, seconded by Cllr J Webb and **UNANIMOUSLY RESOLVED THAT** the Year End Accounts and Annual Return as presented be approved.

Cllr Glover thanked Cllr Mrs Kingdon for arranging completion of the Year End Accounts and Annual Return to comply with the statutory deadline for submission to the External Auditor.

- D. **Accounts and Payment of Invoices**

Bank Account balances as at 14 June 2011 were as follows:

HSBC Treasury Account - £30,926.77
HSBC Savings Account - £28,024.23

The following payments were approved by Councillors and cheques signed at the meeting:

Cheques

Kevin Iles Garden Services – Inv 1303	£1060.00
Ron Harper – Grass cutting	£ 70.00
Clerk Salary & Expenses (2months)	£ 688.33
K Patel Year End Accounts	£ 300.00
Lyneham Village Hall (Clerk & Vice Chairman)	£ 12.00
Kevin Iles Garden Services - Inv 1330	£1060.00
Cannon Sanitary Disposal - Toilets	£ 29.95
Colin Cowdry – Inv 500201	£ 708.35

Direct Debits

Wiltshire Council Non-Dom Rates	£ 106.85
Thames Water – Toilets	£ 11.73 CR

Income received

SSE Wayleave payment

£ 169.57

E. **Renewal of Councils Insurance Policy** -The Chairman would discuss the current Schedule of insurance with the company representative to deal with the various anomalies that have become apparent. The quotation would then be passed to the newly formed Finance Panel, consisting of Cllrs D Bunney, Mrs A Allen and Mrs T Franks, for consideration and renewal.

32/11 Grant Application - The grant application from Lyneham Primary School was discussed by members. It was proposed by Cllr F Ball, seconded by the Vice Chairman and

RESOLVED THAT a grant of £2,500 be awarded to Lyneham Primary School to assist with refurbishment of redundant school building for use as a Community Building.

Following the vote Cllr Mrs Franks informed the meeting that a grant application form should be completed by the School before any grant is given. The Chairman stated she was unaware of this and they would be asked to complete one.

33/11 Councillor's Observations and Agenda Items for next meeting.

1. Cllr Ball requested that consideration be given as to whether Pound Close and Bradenstoke Play Areas are to be refurbished.

2. Cllr Mrs Franks questioned why the Council is paying for grass cutting at the Churches in Lyneham and Bradenstoke.

3. Cllr Mrs Allen asked for the hedge in front of Church Farm Mews to be cut back as it is restricting the width of the footpath. The Chairman informed that this work had been carried out that day.

4. Cllr J Webb commented on the Queen Elizabeth II Playing Fields Challenge that he had been investigating. He felt that the Parish Council could not participate in this Challenge due to the fact that neither S106 funds nor Land Fill Tax Credit funding could be used in addition to the Challenge funding.

The Chairman noted these issues which would be included in a future Agenda for discussion.

34/11 Due to the Confidential nature of the business about to be discussed, which concerned the recruitment and appointment of a new Parish Clerk, the press and public were excluded from the remainder of the meeting and were asked to withdraw.

The meeting closed at 2235.