

**DRAFT**

**LYNEHAM AND BRADENSTOKE PARISH COUNCIL**  
**MINUTES OF A MEETING OF LYNEHAM AND BRADENSTOKE PARISH COUNCIL**  
**HELD IN LYNEHAM VILLAGE HALL ON**  
**TUESDAY 12<sup>TH</sup> JULY 2011 THAT COMMENCED AT 7.30PM**

**PRESENT:** Cllr Mrs A Kingdon - Chairman, Cllrs. Mrs A Allan, R Gill, R Glover, J Webb, Wiltshire Councillor Mrs A Bucknell, Squadron Leader R Connelly RAF Lyneham, PCSO Andy Singfield, Mrs. S Webb - Clerk. + 10 members of the public.

**Public Question Time** – R Bullock expressed concern over some of the allotments that are un-kept. The Chairman together with the Vice-Chairman explained that letters have been sent to those tenants whose plots are un-kept giving them notice to reply. Mr Bullock was satisfied with this reply.

Mr A Humm asked Sqn Ldr Connelly about the maintenance of the ditches and verges that the MOD is responsible for. Sqn Ldr Connelly distributed a diagram showing the areas that the MOD is responsible for and explained that they were being cut regularly. However in areas this did not appear to be being done. Sqn Ldr Connelly is now working with Wiltshire Council to formalise.

Mr T Blundell was aware that discussions had taken place regarding a memorial to the RAF stay in Lyneham. Sqn Ldr Connelly explained that there had been a mis-understanding regarding the propeller clock which is now at Brize Norton. The Chairman mentioned that the Parish Council together with the Primary school were working on an alternative. Mr Blundell mentioned that he did not think the school was a suitable place for a memorial to be sited. This was noted.

Mr G Childs expressed concern that the Parish Council did not have in its possession old maps of Lyneham His concern was that it was not clear what the RAF land consisted of. The Chairman explained that the Parish Council is in receipt of maps from Wiltshire Council.

Mr Childs mentioned the fencing erected on The Green by the White Hart pub. The Chairman explained that where the activity is taking place was not in the Parish Council's ownership, however, it may be common land. There are ongoing investigations.

Mr Humm requested that the large poplar tree that overhangs No 2 Church End Road be pollarded Sqn Ldr Connelly agreed to look into this.

**MINUTES**

36.11	<b>Acceptance Of Office</b> The Chairman and Vice-Chairman signed the Acceptance of Office, witnessed by the Clerk.
37.11	<b>Apologies for Absence</b> Received from Cllrs D Bunney, F Ball, Mrs D Turner and Mrs J Harris. Non attendance Cllr T Webb.
38.11	<b>Minutes</b> It was proposed, seconded and <b>RESOLVED</b> that the Minutes of the Parish Council Meeting held on the 14 <sup>th</sup> June 2011 are a true record and therefore were signed by the Chairman and adopted.
39.11	<b>Declaration(s) of Interest in items listed on this agenda - In accordance with the Parish Councils (Model Code of Conduct) Order 2001 and revised (Model Code of Conduct) Order 2007.</b> Cllr J Webb declared a prejudicial interest in item 15A of the agenda - Grant request from

	<p>the Link 6 Good Neighbour Scheme. He would leave the room when this item was discussed.</p>
40.11.	<p><b>Chairman's Announcements</b></p> <ol style="list-style-type: none"> <li>a) Vacancy - Due to the resignation of Mrs T Frank the Parish Council has a vacancy. Official Wiltshire Council notices will be posted on the notice boards.</li> <li>b) A letter of thanks received from the residents of Bradenstoke for the clearing of the ditches at Bradenstoke Recreation Ground.</li> <li>c) Thanks were relayed to Councillor Gill for all his maintenance work he has been carrying out on behalf of the Parish Council.</li> <li>d) RAF Lyneham has donated £500 towards a permanent memorial. When the memorial has been arranged and sited, a representative of the RAF would like to come along to the ceremony.</li> <li>e) Information received from the Northern Community Area Partnership saying that following the dissolution of the group the remaining funds are available for grants.</li> <li>f) Wiltshire Council's Emerging Core Strategy consultation - This is an important document that will decide on the type and where developments will be.</li> </ol>
41.11	<p><b>RAF Matters</b> Report from Sqn Ldr R Connelly</p> <ul style="list-style-type: none"> <li>• There are still 2 aircraft awaiting repair on the base.</li> <li>• Repatriations will continue from Lyneham until September</li> <li>• The next large move of man power will be March 2012 and after this September 2012.</li> <li>• The drainage at Teal Avenue is now sorted.</li> <li>• Kerbs have been inspected and appear not to be an issue.</li> <li>• The adopted roads are Melsome Road and Slessor Road.</li> <li>• Boundary issues will be covered at the next meeting.</li> </ul>
42.11	<p><b>Police Matters</b> The representative of the Police had to leave before this item. The following message was left: Priorities are Anti Social Behaviour in Lyneham and Bradenstoke and theft of scrap metal. There has been a 'vigilante' putting notices on un-taxed cars - this is being investigated and the police would like to hear from anyone who knows who the culprit is</p>
43.11	<p><b>Report from Wiltshire Councillor</b> Wiltshire Councillor Mrs Allison Bucknell reported on the following:</p> <ul style="list-style-type: none"> <li>• The waste collection service will change to every two weeks in the autumn but will include cardboard and plastics. Information has been distributed to households. Waste needs to be reduced, especially from supermarkets.</li> <li>• The map of adopted roads in the parish area was handed to the Chairman.</li> </ul> <p>Question asked: Cllr Webb - during the re-surfacing on Lyneham Banks why did they not continue to resurface the other areas in this vicinity - (A) The repair they were doing was an emergency repair and no others were scheduled. If they had done so this would have taken the crew away from other emergency repairs.</p>
44.11	<p><b>Items for update and discussion by Councillors</b></p> <ol style="list-style-type: none"> <li>a) Report on Area Board Meeting - Chairman - Meeting attended at Wootton Bassett. Leaflets on the changes to waste/recycling collections to be distributed.</li> </ol> <p>There was a discussion on Neighbourhood Planning. This area is being piloted for this scheme. This is different to the Community Led Plan as it covers the whole of the area. Information is to be sent to the Parish Council on a meeting to be held in September followed by work shops. There is funding for a dedicated Planning Officer to cover this scheme. The Community Led Plan will eventually be fed into</p>

	<p>the Neighbourhood Plan. The Olympic Torch will be carried through the village on 11<sup>th</sup> July 2012. 50% of the torch bearers are to be aged between 12 - 24 and nominations for bearers are being requested. More information is on the Wiltshire Council's website.</p> <p>b) Lyneham Steering Group - Formed by Wiltshire Council to deal with issues arising for the community from the closure of RAF Lyneham. Information previously sent to all Councillors. Councillors to give the Chairman any feedback to take to the next meeting on 21<sup>st</sup> July 2011. On the agenda for this meeting is a statement saying that the announcement on any future military use for the RAF Lyneham site is anticipated to be made before the Parliamentary Summer recess begins on 19<sup>th</sup> July.</p> <p>c) Memorial Garden in School Grounds - Information is awaited on the security of the land where the memorial is to go if the school were to close. The Primary School memorial garden is going ahead. Suggestions invited as to alternative sites for the RAF memorial</p> <p>d) QEII Fields Challenge - Information circulated - As Lyneham and Bradenstoke have areas that would come into the criteria for this challenge. It was proposed, seconded and <b>RESOLVED with one abstention that Councillor Bunney is asked to look into this initiative and report back to the Parish Council.</b></p>
45.11	<p><b>Planning Matters</b></p> <ul style="list-style-type: none"> <li>• To note observations on applications made by the Planning Committee - None received</li> <li>• To note decisions made by Wiltshire Council on planning applications submitted - None received</li> </ul>
46.11	<p><b>Highway Matters</b></p> <p>a) Parish Steward repairs during June 2011 - Not received</p> <p>b) Accident on Lyneham Banks - Update from the Chairman. A letter has been sent to the Wiltshire Council Cabinet member for Transport and other Parish Councils en-route B4069 have been contacted. An unsatisfactory reply received from Mr Alan Creedy at Wiltshire Council. A letter of support has been received from Christian Malford Parish Council. It was agreed that the Chairman arrange to meet with other Parish Councils affected and draft a joint letter to be sent to the Wiltshire Council Cabinet member for Transport.</p> <p>c) Pedestrian Improvements North end of Lyneham Village (Pound Close) - Information circulated - Noted. The work is proceeding at the moment</p>
47.11	<p><b>Play Areas and Open Spaces (Including Lyneham Green)</b></p> <p>Updates from the following:</p> <ol style="list-style-type: none"> <li>1) Pound Close - It was noted that general maintenance on trees is needed Cllr Gill agreed to take this on</li> <li>2) Bradenstoke - Cllrs J Webb and R Glover - New gate posts are needed - Cllr Gill agreed to take this on</li> <li>3) Lyneham Green - Nothing to report as Cllr T Webb not in attendance</li> <li>4) Aeropark - Lisa Mitchell sent a written report covering the following: The broken cargo net has been fixed and is now useable. The handle of the zip slide has gone missing - deliberately removed - moves to rectify this are being taken. A hole has been melted through the bottom of the pod swing - now made safe. A small fire was started under one of the litter bins which melted some tarmac. Damage not too severe but is to be monitored.</li> </ol>
48.11	<p><b>Allotments</b></p> <p>Report on the following from Cllr Glover</p>

	<p>Current situation i.e. available plots - There are 8 people on the waiting list. 3 un-kept plots have been identified and the tenants have been written to giving 28 days to reply. A new tenant has taken a plot from today. Some tenants feel that water supply is needed. A meeting with tenants to be arranged to discuss this as payment for any supply is not made clear. The Chairman felt that as the Parish Council is the owner of the allotments, payment for any water supply would possibly fall on it and could be very expensive.</p>
49.11	<p><b>Finance</b></p> <p>a) Insurance renewal - Information circulated - a saving of £400 on last year's premium. Clarification on furniture situated Bradenstoke Church and furniture situated Bradenstoke Recreation ground confirmed. The war memorial has been added. Some play areas that are not the parish council's responsibility have been removed as they are insured by the MOD. It was proposed, seconded and <b>RESOLVED to accept the renewal premium of £1,852 including any tax.</b></p> <p>The Clerk previously circulated a report covering the following information:</p> <p>b) There were no receipts since the 14<sup>th</sup> June 2011.</p> <p>c) Payments since 14<sup>th</sup> June covering cheque Nos 97 to 100 amounting to £508.20 were approved. The Clerk explained that a new cheque book had not arrived in time for further payments amounting to £2,337.24. Once the cheque book has been received these payments are to be met. The total payments therefore will be £2,845.44.</p> <p>d) Bank Account balances as at 1<sup>st</sup> July 2011 - Community Account (current) £26,882.84. BMM Account (deposit) £28,024.23 - total £54,907.07.</p> <p>It was proposed, seconded and <b>RESOLVED that the report be accepted as a true record.</b></p> <p>e) The recommendations from the Internal Auditor contained in the Action Plan, previously circulated were discussed as follows:</p> <ul style="list-style-type: none"> <li>- <u>Accounting records and bank reconciliation issues</u> to be covered by the Clerk.</li> <li>- <u>Review of Corporate Governance</u> - Standing Orders and Financial Regulations to be re-written - <b>ACTION CLERK/CHAIRMAN</b> Clear minutes to be recorded - Clerk. Appropriate training for staff and members - Chairman to arrange.</li> <li>- <u>Assessment and Management of Risk</u> - Assessment to be reviewed annually - Clerk. Play area inspections to be inspected quarterly or half yearly by a professional outfit. Quotes to be obtained for Pound Close and Bradenstoke play areas. Increase public liability insurance - done.</li> <li>- <u>Budgetary Control and Reserves</u> - Approval of precept to be minutes formally - Agenda item</li> <li>- <u>Review of Salaries</u> - Council to register with HMRC - Done.</li> <li>- <u>Asset Register</u> - valuation of assets/play equipment to be carried out.</li> </ul>
50.11	<p><b>Grant Requests</b></p> <p>Consideration was given to the following:</p> <p>a) Grant request from Link 6 Good Neighbour Scheme. Purpose for which grant is sought is to help fund events and trips for the elderly and often lonely people. - Cllr J Webb left the room - Application previously circulated - it was proposed, seconded and <b>RESOLVED to award £500.</b> Cllr Webb returned to the meeting.</p>

	<p><b>b)</b> Grant request from Lyneham Village Pre-school. Purpose for which grant is sought is to extend and develop an out door play area. Application previously circulated. The Chairman adjourned the meeting and asked the applicant if they had been successful with any other funding grants. To date £4,300 had been received. The Chairman mentioned that if all grants are successful more funds than needed would be available. The applicant briefed those present that if this were the case then additional equipment would be purchased. The meeting then continued - It was proposed, seconded and <b>RESOLVED that a grant of £400 be made to cover the cost of the playhouse.</b></p> <p><b>These grants are awarded under S137 of the LGA 1972</b></p>
51.11	<p><b>Correspondence received</b></p> <ul style="list-style-type: none"> <li>• First News (Community First magazine)</li> </ul>
52.11	<p><b>Councillors Observations and items for the next agenda</b>  Next meeting will be on Tuesday 9<sup>th</sup> August 2011 at Lyneham Village Hall</p> <p>Cllr Gill requested that Rights of Way be put on the agenda for the next meeting</p> <p>Cllr Gill mentioned that the area outside the chip shop was untidy with weeds. identification of land ownership to be investigated - A polite letter was suggested.</p> <p>Cllr Mrs Allan suggested a 'Pride in your village' project be launched - a piece to be included in the Parish Council Newsletter looking to set up a project for next spring</p> <p>Chairman Cllr Mrs A Kingdon - Agenda items - Training, Review of calendar of meeting dates as the Annual Parish Meeting does not take place at the correct time. Councillor Vacancy, Review Play Area Inspection quotes (if received).</p>
	<p><b>Closure of meeting</b> - The Chairman thanked all for coming and closed the meeting at:</p>

MEETING CLOSED AT 9.30PM