

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 29th October 2019 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James (Chairman), Mr W Lack, Mr J Padfield, Mr P Manning, Mr B Nicholls, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also present: Mrs Sue Bond (Clerk), Councillor Jonathon Seed, Ms Melanie Grace (SSEN), Mr George Clarke and Mr Steve Vaux (Seend CL&AT) and two parishioners.

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| <p>Scottish & Southern Electricity Network Talk by Ms Melanie Grace,</p> | <p>The Chairman welcomed to the meeting Ms Melanie Grace, Customer Community Advisor for Scottish & Southern Energy.</p> <p>She gave a brief talk about SSEN and the services they can offer to the community. They look after the wires and cables that supply electricity to your area. They will fix power cuts as and when they happen. They are not responsible for the bill payment side of your electricity supply.</p> <p>If you are over 60 or have children under the age of 5 or have additional medical or communication needs you can register for a free priority service. This means that extra help can be offered to you during a power cut.</p> <p>The type of help that may be provided can include the supply of a generator if you have a serious medical condition that requires specialist medical equipment that relies on electricity. There is a help desk that will take calls from concerned residents or neighbours and offer extra help, such as the provision of mobile phone chargers</p> <p>They have also joined up with Wessex Water who also offer a priority service to provide extra help if there is a water leak or problem with the sewers. This can include the supply of bottled water.</p> <p>To register you can either ring a telephone number or go online.</p> <p>Ms Grace gave out some leaflets and some safety light sticks to help publicise the services. The Clerk to put the flyers on the noticeboards and website.</p> | |
| <p>Agenda Item</p> | | <p>Action</p> |
| <p>2019/282 Apologies for Absence</p> | <p>There were no apologies for absence</p> | |
| <p>2019/ 283 Declaration of Lobbying</p> <p>(i) Declaration of changes to the Register of Interests</p> <p>(ii) Declaration of interest in items on the Agenda</p> <p>(iii) Requests for Dispensation</p> | <p>(i) There were no declarations of changes to the Register of Interests,</p> <p>(ii) Mr Padfield declared an interest in planning application 19/09573/FUL.</p> <p>(iii) There were no requests for dispensations.</p> | |
| <p>2019/284 Councillor Matters</p> | <p>1 Councillor Seed apologised for not being able to attend the previous two meetings. He gave some updates, some of which are minuted under the relevant agenda item.</p> <p>2. <u>Blossom Hill</u> – He said that the remedial work had been done by the landowner and that grass was now growing. The Enforcement issue was now closed. However, if any further activity that might be contrary to planning conditions takes place, then it should be reported again to Wiltshire Planning. The Enforcement Team will be keeping an eye on the site.</p> <p>3. <u>Community Governance Review</u> – He reported that he was on the committee that reviews the CGR requests that have been put forward by parish councils. Melksham Without Parish Council has requested a boundary change that would move the BRAG picnic area, Giles Wood and surrounding farmland into the MWPC boundary. As he had fought against this same request which had been submitted in the 2015 CG Review and</p> | |

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| | been rejected by Wiltshire Council, he anticipated that it was not likely to succeed this time. | |
| 2019/285 Minutes of the Previous Meeting | <p>1. The Minutes of the meeting held on 24th September had been circulated to all Councillors. One mistake was mentioned. Minute no: 2019/280 in Items for Note. The Chairman had attended one of the Community Centre's monthly meetings, not their AGM. This was corrected by hand on the minutes.</p> <p>1.1 <u>Resolution</u>: Acceptance of the Minutes as an accurate record was proposed by Mr Padfield and seconded by Mr Lack. All those Councillors who were present at the last meeting voted in favour of accepting the minutes.</p> | |
| 2019/286 Matters Arising Not Already on the Agenda | <p>1. <u>Allotment Compost Bins</u> Minute no: 2019/277/2_– the Clerk reported that she had not yet discussed the matter with Mr Williams, Parish Councillor who is also an allotment holder. A brief discussion then took place about the merits of providing pallet style compost bins for communal use at the allotments. He said that for them to work properly, they have to be used in the correct way so that the material does rot down properly. If not used properly, they will not work. The Clerk said she would contact the allotment holders to garner their views on whether they would want them and if so that they would need to ensure their proper management.</p> <p>2. <u>Allotment Hedge</u> – Minute no: 2019/277/1.1 This has now been cut, as has all the hedging along the top of Bollands Hill.</p> <p>3. <u>Hedge by C&CC</u> Minute no: 2019/264.2 The issue of responsibility for the cutting of the boundary hedge by the campsite in Spout Lane has been partially resolved. Highways have cut back the brambles on the highway side, but there are still overhanging trees that are inside the boundary fence of the campsite, and should really be cut back by the C&CC. The Clerk reported that the C&CC were not keen to accept responsibility for them. The Councillors asked the Clerk to go back to the C&CC contact asking him to cut back the remaining overhanging vegetation.</p> <p>4. <u>LGBCE – Electoral Boundary Review</u> - Minute no: 2019/164/1.2 Following their consultation over the last year, this has just been published. As has been expected: Seend will be moved into a new Ward which will be called Devizes Rural West. This will include: Seend, Potterne, Poulshot, Bulkington, Worton, Erlestoke, Marston and Coulston. As a consequence of this change, we will be moving into the Devizes Area Board Area, and no longer be part of the Melksham Area Board. This will take effect from May 2021.</p> | <p>Clerk</p> <p>Clerk</p> |
| 2019/287 Items for Discussion from Members of the Parish | There were no items for discussion from members of the Parish. | |
| 2019/288 Police Matters | <p>PCSO Maggie Ledbury was unable to attend the meeting. Mrs Heatley reported on the following incidents:</p> <ul style="list-style-type: none"> • 27/09/2019 High Street - Known male suspect has hit another vehicle with his and failed to stop and leave the appropriate details required. • 9/10/2019 (between 1030-1100) in Bollands Hill at the junction with Seend Cleeve. A car had obviously been hit and police were in attendance. • 16/10/2019 - Orange Honda generator stolen from a narrow boat on the canal at Sells Green. Occurred during the daytime. • 26/10/2019 - Female arrested for drinking driving and no insurance on Bollands Hill Vehicle seized. | |

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| <p>2019/289 CL&AT</p> | <p>1.1 Mr Clarke, Chairman of the Seend CL&AT, gave an update on the progress of the proposed housing development at Park Farm, Seend Cleeve. He said that at the last meeting on 8th October, preliminary drawings of the possible layout were shown. The most favoured layout was the one with the houses sideways on rather than linear. He confirmed that the boundary hedge and ditch would remain and that there would be a public pathway inside the boundary hedge that would enable all Seend Cleeve residents to walk safely to the canal.</p> <p>1.2 Mr Clarke reported that the meeting was well attended and that there were a number of questions raised, some supportive of the plans and some not. These questions and answers have been uploaded on to their website. There is a section of FAQs which answer the most common questions. Feedback forms were handed out at the meeting and can now be downloaded from the website for anyone wishing to make further comments. The plans are also on the website. The next meeting will be on 12th November.</p> <p>1.3 Mrs A'Bear asked if there were any details yet of the type of houses, ie style and materials to be used. Mr Clarke stated that their architects had not yet prepared detailed drawings.</p> <p>1.4 The Chairman said that they had received correspondence from two residents. One had raised concern about the type of tenure that will be offered, and another asking if the Parish Council would confirm if Passivhaus certification will be the village requirement. Mr Clarke said that the type of tenure had not yet been discussed fully, but would be set by White Horse Housing Association. It was reported that there was a nationwide move away from the type of tenancy that required periodic means testing. He also said that passivhaus certification was expensive and that it would be dangerous to set this precedent for all affordable house building in the parish, but better to ensure that 'passivhaus standard' housing would be a preferred option.</p> <p>1.5 The Chairman thanked Mr Clarke for the update and urged all parish councillors to look at the CL&AT website to familiarise themselves with the plans and the comments being made. He also suggested that they should all attend the next CL&AT meeting.</p> | |
| <p>2019/290 Neighbourhood Plan</p> | <p>1. The Councillors had been circulated prior to the meeting with four draft Neighbourhood Plan Reports that needed to be signed off by the Parish Council.</p> <ul style="list-style-type: none"> • Character Statement • Green Infrastructure Report • Local Green Space • Approved Conservation Area Statement <p>1.2 The Councillors were impressed with the amount of work that had been undertaken and thanked Mrs A'Bear and the committee members for their tremendous hard work.</p> <p>1.3 <u>Resolution</u>: The Chairman proposed that these four reports be approved. This was seconded by Mr Manning. All Councillors voted in favour.</p> <p>2. Mrs A'Bear reported that there would be further reports to sign off in November. They are also working on an action plan containing a list of aspirations for improvements in four areas: highway safety, pedestrian safety, environmental enhancement projects and the improvement of leisure facilities in the parish.</p> <p>3. The aim was to get the first draft of the Neighbourhood Plan ready to go out for a Regulation 14 consultation by the end of January. This might mean that there will be a need for an extraordinary Parish Council meeting in December or early January to ensure that this timetable can be met.</p> | |
| <p>2019/291 Highway Matters</p> | <p>1. <u>CATG</u> – Mrs A'Bear and Mr Williams attended the recent CATG meeting at which three of our Highway Improvement Requests were discussed. The 4th Highway Improvement Request about the Bell Hill signage was not on the agenda as it was not received. It will go on the December CATG</p> | |

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| | <p>meeting agenda.</p> <ul style="list-style-type: none"> • <u>Village Gateways</u> – Feasibility study approved. The Highways Engineer will do a site visit to assess the locations to see if they are suitable for gates to be placed. The figure of £1600 per pair of gates was mooted. • <u>Bollands Hill/Station Road speed reduction request</u> – CATG agreed for a metro count to be carried out. The Highway Engineer to decide on the best location. Councillor Seed said that whilst it was good for a metro count to be done, he felt that Highways were unlikely to reduce the speed limit along here as they had not done so in previous years when the same request had been submitted. • <u>Pedestrian Crossing Sign at Church Crossing</u> – This was approved, but would be placed on the opposite side of the road. <p>2.1 <u>Seend High Street Roadworks</u> – The Clerk reported that Seend High Street would be closed for 2 days (21/22 November) for road resurfacing work. The Clerk had contacted Highways to get further information and was told the following “the works are for pre surface dressing patching for the surface dressing that we will be carrying out next year, as you are aware we carried out extensive patching last year with a limited budget, we are completing the works this year and will be applying a thin surface dressing course in April / May 2020”.</p> <p>2.2 Councillors commented that this was good news, as the full resurfacing was badly needed. The Clerk was asked to get more information about the type of surface dressing that will be applied, as there was some concern that it should be of type that was best suited to residential areas.</p> | Clerk |
| 2019/292 Planning | <p><u>Planning Application updates</u></p> <p>1. <u>19/09401/FUL</u> Site Location: 96 Baldham, Seend, SNq12 6PW Proposal: Two storey extension</p> <p>1.1 This application is just outside our Parish boundary and in Keevil Parish. It was possible that Seend were being consulted as a courtesy. The Clerk had asked Keevil PC what their views were on the application. They had submitted a no comment.</p> <p>1.2 <u>Resolution</u>: Mr Lack proposed that we also submit a “no comment”. This was seconded by Mrs Vince. All Councillors voted in favour.</p> <p>2. <u>19/09434/LBC</u> Site Location: No 9, A365 Bath Road, South to Seend Hill, Martinslade, Proposal: Proposed installation of roof windows and repositioning of ceiling.</p> <p>2.1 <u>Resolution</u>: Mrs A’Bear proposed that this application be approved. Seconded by Mrs Vince. All Councillors voted in favour.</p> <p>3. <u>19/09573/FUL</u> Site Location: Land at the Stables, Cleeve House, Trowbridge Road, Seend Proposal: Retrospective application for a single dwelling</p> <p>3.1 This application was discussed in some detail. The building had been approved in 2012 for use as an office and car showroom, ancillary to the residential accommodation of The Stables. The applicant spoke briefly to outline the reasons behind the application to change the building to residential property. Some Councillors expressed concern that this was a retrospective application and that the applicant should not have begun work before the planning approval had been sought.</p> <p>3.2 There were similarities with another planning application that the Parish Council had previously objected to and so for consistency, the Councillors felt that the same response should be given.</p> <p>3.3 <u>Resolution</u>: Mrs Heatley proposed that the Parish Council should approve the change from office and car showroom to become a residential</p> | |

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| | <p>property, but that a condition should be placed on the approval that requires the building should remain ancillary to The Stables. This resolution was seconded by Mrs Vince. Mr Padfield had declared an interest so did not take part in the discussion or vote. At a vote, there was one objection, but all other councillors voted in favour of the resolution.</p> <p>4. <u>19/09819/TCA</u> – Seend View, 22 School Road Proposal: Fell 1 Holly Tree.</p> <p>4.1 <u>Resolution</u>: The Chairman proposed that this application be approved. Seconded by Mrs Heatley. All Councillors voted in favour.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019/293 Correspondence | <p>1. <u>Parish Council size</u> - Email from a parishioner who was questioning the number of parish councillors on Seend Parish Council. The gist of the email, was that the parishioner felt that there were too many councillors and this did not make for good democracy.</p> <p>1.1 A Councillor asked Councillor Seed for his view. He felt that 11 councillors for Seend was the right amount. Seend was a large parish with four distinct parts: Seend, Sells Green, Seend Cleeve and Inmarsh. The current spread of councillors enabled a fair representation of the Parish as a whole. As there was rarely a vacancy that there was no reason for the number to be reduced.</p> <p>1.2 The Clerk gave some comparisons with neighbouring parish councils. She also provided information from the electoral arrangements guidance notes on Council size.</p> <p>1.3 In conclusion, the Councillors felt that there was no reason to change the status quo, and asked the Clerk to respond to the resident.</p> <p>2. Email from a parishioner that raised the matter of pedestrian safety in Seend Cleeve and asked if the proposed housing development could provide an opportunity to improve pedestrian access around Seend Cleeve and achieve safer walking routes to Seend.</p> <p>2.1 Councillors suggested that she should submit her comments to the CL&AT. And to let her know that the preliminary drawings do incorporate a pathway for parishioners so that they can walk safely towards the canal.</p> <p>3. <u>“No Trick or Treaters” poster</u> – The Clerk said that she had received details of posters that residents can place on their doors if they do not want to be disturbed on Halloween. This had arrived too late to promote to Seend parishioners this year, but she would do so in time for next year’s Halloween.</p> <p>4. <u>Fly Tipping Campaign</u> has been launched by Wiltshire Council which will offer residents a reward of up to £200 in high street vouchers if they report information that leads to the successful prosecution of an offender or the payment of a Fixed Penalty Notice. The Clerk to put details on the Parish Council website.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019/294 Financial & Management Risk Register | <p>The Clerk had re-circulated the Governance and Management Risk Register. There were no revisions from the previous year. <u>Resolution</u>: Mr Padfield proposed that this be re-adopted in its current form. This was seconded by Mr Lack. All Councillors voted in favour.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019/295 Financial Matters | <p>1. There were 16 cheques for signature:</p> <table border="0"> <tr> <td>Seend Parochial Church Council</td> <td>£200</td> <td>Donation - Church Restoration</td> </tr> <tr> <td>Seend Parochial Church Council</td> <td>£300</td> <td>Donation – Churchyard</td> </tr> <tr> <td>Seend Parochial Church Council</td> <td>£375</td> <td>Donation – Spotlight</td> </tr> <tr> <td>Seend Community Bus</td> <td>£400</td> <td>Donation - Community Bus</td> </tr> <tr> <td>Seend Link</td> <td>£350</td> <td>Donation – Seend Link</td> </tr> <tr> <td>Age UK</td> <td>£50</td> <td>Donation</td> </tr> <tr> <td>BRAG</td> <td>£50</td> <td>Donation – picnic area</td> </tr> <tr> <td>Citizens Advice Bureau</td> <td>£50</td> <td>Donation</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£12</td> <td>NP Website updates</td> </tr> <tr> <td>Seend Community Centre</td> <td>£105</td> <td>Room hire for July to Sept</td> </tr> <tr> <td>John Davey</td> <td>£1,000</td> <td>NP Consultancy Heritage sites</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk October salary</td> </tr> <tr> <td>Mr John Tilley</td> <td>£120</td> <td>Verge cutting Horseponds area</td> </tr> </table> | Seend Parochial Church Council | £200 | Donation - Church Restoration | Seend Parochial Church Council | £300 | Donation – Churchyard | Seend Parochial Church Council | £375 | Donation – Spotlight | Seend Community Bus | £400 | Donation - Community Bus | Seend Link | £350 | Donation – Seend Link | Age UK | £50 | Donation | BRAG | £50 | Donation – picnic area | Citizens Advice Bureau | £50 | Donation | Camelot Media Ltd | £12 | NP Website updates | Seend Community Centre | £105 | Room hire for July to Sept | John Davey | £1,000 | NP Consultancy Heritage sites | Mrs S Bond | £606.58 | Clerk October salary | Mr John Tilley | £120 | Verge cutting Horseponds area | |
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| Seend Parochial Church Council | £375 | Donation – Spotlight | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seend Community Bus | £400 | Donation - Community Bus | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seend Link | £350 | Donation – Seend Link | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Age UK | £50 | Donation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BRAG | £50 | Donation – picnic area | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Citizens Advice Bureau | £50 | Donation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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