

# SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 29<sup>th</sup> March 2016, at Seend Community Centre.

Present: Mrs G A'Bear, Mrs T Carr, Mrs A Heatley, Mr T James, Mr T Murch (Vice-Chairman), Mr K Rigg, Mrs J Savage, Mr M Wiltshire and Mr M Wood.

Also present: Cllr J Seed and members of the public.

Agenda Item		Action
Apologies for Absence	Paul Manning, John Padfield.	
Declaration of Interests	Mr Wiltshire – Financial matters – cheque for gritting.	
Police & Local Councillors Matters	<p>Cllr Seed advised of problems with local drainage, where water is collecting on the roads, this will be taken up with local landowners. Areas affected Berhills Lane and Seend Fork.</p> <p>Cllr Seed reminded Councillors that grants for community funding would be available shortly, and bids should be submitted early.</p> <p>Updated information on the installation of VAS at the pinch point in Seend High Street. Work to commence June 20<sup>th</sup> for one week.</p> <p><b>Post meeting note:</b> The road closure will be taking place on 20 May for one night. The cost to the PC will be £2,750.</p> <p>No items received from Community Police.</p> <p>Recent incident reported of homeless person sleeping outside the Pavilion, possibly unwell. Clarification to be sought from the Police on how incidents of rough sleeping should be dealt with in the future.</p>	<p>WC Highways</p> <p>Clerk to contact community policing team</p>
Items for discussion from members of the Parish	None received.	
Minutes of the previous meeting held on 23 <sup>rd</sup> February 2016	<p>Minutes of the meeting held on Tuesday 23<sup>rd</sup> February 2016 had been circulated to all Councillors, and were taken as read.</p> <p>There was one amendment: Page 2 – Highways/road safety issues, second paragraph, remove repeated words "that the confirmed". Acceptance of the minutes was proposed by Mr James, and seconded by Mr Wiltshire.</p>	
Matters arising	<p><b>Metro count.</b> Consensus view was that a metro count should be carried out in the High Street now, and again after the installation of VAS in June. The Clerk to contact the previous Speedwatch team member with regard to the position of the wires.</p> <p><b>C &amp; RT.</b> Email from Mark Evans. He is liaising with colleagues and will come back to the PC in due course.</p> <p><b>Canal bridge, Seend Cleeve.</b> Councillors advised that work is ongoing, and a finish date of June looks most likely.</p> <p><b>Post meeting note:</b> Cllr Murch has met with Paul Kelly, C &amp; RT. It is expected that the concrete capping will be laid by the end of the first week of April, and the bridge open again by the end of April.</p> <p><b>High Street crossing.</b> Quote received from Phil Dyke in the sum of £8165 + VAT. A grant request to CATG to be submitted on line. Quote to be requested from Ringway.</p> <p><b>Worton PC &amp; C20 proposals.</b> Email received from Elizabeth Read, Clerk, Worton PC. Worton submitted concerns and suggestions, these were considered at the CATG meeting in January, but were not allocated any officer time and no prospect of action. The issue will be considered at the CATG on the 6 April, but unlikely to gain a different result. We will continue to try to get action on the C20, and will write to Cllr Whitehead.</p> <p><b>Defibrillation unit in village.</b> Minutes of SLRF committee meeting 16 Dec received from Steve Vaux: "Seend PC has requested trustee opinion on siting of an automatic defibrillator. It was suggested that the equipment should be located at the Seend Community Centre, which had more frequent use, and where better weather cover is</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

*Handwritten signature/initials*

	<p>afforded by the building entrance porch." It was agreed to go ahead and investigate installation at the Community Centre.</p> <p><b>Oriel House hedges.</b> These now appear to have been cut back. The hedge around the field at the top of Bollands Hill (recently sold) still needed to be cut back. Cllr Seed would ascertain the new owner, and he and Mr Rigg would go and investigate.</p> <p><b>Councillor profile in Spotlight.</b> The first (Mrs A'Bear) does not appear to have been included. Mrs Carr to hand in her profile to the Clerk for the next issue of Spotlight to keep the momentum going. The Clerk to check editorial space with the Editor.</p> <p><b>Caravan at G &amp; S Patios.</b> Email received from S. Jenkins. There are two caravans and two portacabins on the above site. I visited the site this afternoon where I noticed that they have one night watchman mobile next to the road, the mobile located the other side of the hedge replaced the dilapidated portacabin that was previously there and is used for rest-room facilities for employees and he has the office portacabin. The cladded structure is a shed and does not require consent. Therefore there is no breach at the site.</p> <p>It is understood that there is no permission for permanent residence at the site, the Clerk to check with the Enforcement Officer.</p> <p><b>Tree matters.</b> The Clerk had followed this matter up with both the Tree Warden and Wiltshire Highways. Email received from Stuart Renfrew, Community Co-ordinator. "In respect of the vegetation cut back there appear to have been three different sets of works carried out there. The first was your contractor with a chainsaw who cleared the immediate Southern boundary of the allotments. Secondly, our highways tractor flail cut the highway side of the hedge / tree line following a complaint that the allotment beds were not receiving enough sunlight. The work was carried out after consultation with the County Ecologist and Highways Tree Engineer using standard flailing equipment which is used by most every agricultural hedge cutting contractor. Subsequent to that flail cut it appears that a number of the saplings / trees that were left in situ have been felled with a chain or bow saw. This was not ourselves as neither Steve Smith nor the tractor driver have access to a chain or bow saw and neither were any other Wiltshire Council contractors sent to this site." Allotment holders have confirmed they had not requested this work to be undertaken. This matter to be investigated further and a letter sent once responsibility for the action confirmed, then back to next meeting.</p>	<p>Cllr Seed &amp; K. Rigg</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk &amp; A. Heatley</p>
Neighbourhood Plan update	Mrs A'Bear advised that the Housing Needs Survey has now been delivered to all households in the village, and should be returned by 11 April; the costs are being met by Wiltshire Council. There is a further NP meeting on 31 March. Wiltshire Council has now appointed a Link Officer (Victoria Burvill), who will be coming to the next meeting in April. Mrs A'Bear stressed that the NP traffic group and the SRSI are two separate entities; proposals for road safety measures have to go through due process - CATG and AB.	
Lye Field Play Equipment	The document sent by the Seend Lye Recreation Field had been circulated to all Councillors prior to the meeting. The current equipment was donated by Seend Playgroup, and it was understood that the maintenance of the equipment was the responsibility of the SLRF. The last RoSPA inspection report on 4 Sept 2015 awarded a risk rating of high. Councillors recognised the need for play equipment, but did not accept that the responsibility for provision and maintenance of play equipment rests with Wiltshire Council and Seend PC. The likely cost of provision for new equipment could be £30-40K; the SITA Trust could make a grant under their "Small Projects" fund arrangement. Cllr Seed suggested that the SLRF could apply for funding from Melksham Area Board, in order to cover the cost of the remedial works required, and an early application in April is advisable. The PC does not have any provision in their current budget for remedial work or removal of existing items. The Clerk to advise SLRF.	Clerk
Highways/ road safety issues	Members of the public present at the meeting expressed the wish for a meeting/workshop, in order to clarify a co-ordinated approach to road safety in Seend. It was stressed that this must be inclusive of all areas of the village, not just the A361 High Street. The Clerk advised that she had written to Wiltshire Concrete concerning use of designated lorry routes, and alleged increased costs of using the A365 rather than the A361, and early morning timings of journeys. The Vice-Chairman again stressed that that all highways matters must be co-ordinated through the Parish Council, members of the public present agreed to that.	
Planning Matters	<p><b>Application Ref: 16/01983/FUL</b></p> <p>The Bungalow, Little Thornham Farm, Trowbridge Road</p> <p>Extension &amp; alterations to dwelling</p>	Clerk

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	<p><b>Councillors voted 7 to accept, 1 object, 1 abstain</b>  <b>Comments:</b> As a business is being run from this site with an employee, is there a Certificate of Lawfulness for this business?</p> <p><b>Application Ref: 16/01870/TCA</b>  Fairholme, High Street, Seend, Melksham, Wiltshire, SN12 6NU  Work to Trees in a Cons Area. Fell 1 Apple tree &amp; 1 Elder tree  <b>Councillors had no objections.</b> The Clerk to get comments from Tree Warden.</p> <p><b>Application Ref: 16/01561/FUL</b>  Brow Cottage, Seend Hill  Erection of double garage and garden store  Neighbours advised that the green notice was not placed near to the property, and they were not aware of the application until the previous Friday, which gave little time for comment.  <b>Councillors voted 8 to accept, 1 object.</b></p> <p><b>Application Ref: 16/02730/FUL</b>  Toad Hall, Park Lane  Conversion of existing garage roofspace to home office and construction of new timber frame garage and log store  <b>Councillors voted unanimously to accept.</b></p>																			
Clerk's Job Description	The draft JD had been circulated to all Councillors, and the Clerk. Some minor amendments were made, and it was agreed that the JD would be sent to the HR Department of Wiltshire Council for salary evaluation. The outcome would be binding on the PC and the Clerk. Councillors voted unanimously to adopt the JD.																			
Correspondence	<p>Email from Alistair Cunningham, Wilts Council re. CIL. There are 3 training sessions available in April. Councillors did not see a need to attend.</p> <p>Email from Mrs Goman, Seend Cleeve re. the Queen's 90<sup>th</sup> birthday, and whether there are any plans for celebrations. Nothing planned at present. Bring back to the next meeting.</p> <p>Email from Sally Oliphant, Chair of Bulkington PC, enquiring if Seend PC are making any plans with regard to fracking. As Seend is unlikely to be affected, there are no plans at present.</p>	Next meeting																		
Financial Matters	<p>There were six cheques for signature:</p> <table> <tr> <td>Mrs R E Fisher</td> <td>£348.44</td> <td>Clerk's salary March</td> </tr> <tr> <td>HMRC</td> <td>£10.60</td> <td>PAYE</td> </tr> <tr> <td>Mrs R E Fisher</td> <td>£240.17</td> <td>Clerk's expenses Jan – March</td> </tr> <tr> <td>NGS</td> <td>£126.00</td> <td>Gritting salt</td> </tr> <tr> <td>Seend Community Centre</td> <td>£118.50</td> <td>Room hire Jan - March</td> </tr> <tr> <td>Martin Wiltshire</td> <td>£100.00</td> <td>Salt spreading - February</td> </tr> </table> <p>Acceptance proposed by Mr James seconded by Mr Wood, agreed unanimously.</p> <p>A bank reconciliation to the end of February had been circulated to all Councillors; this showed that there is £14,649.67 in the Parish Council's accounts.</p>	Mrs R E Fisher	£348.44	Clerk's salary March	HMRC	£10.60	PAYE	Mrs R E Fisher	£240.17	Clerk's expenses Jan – March	NGS	£126.00	Gritting salt	Seend Community Centre	£118.50	Room hire Jan - March	Martin Wiltshire	£100.00	Salt spreading - February	
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Items for note	There is a lot of rubbish in Spout Lane around the entrance to the Canal. The Clerk to see if a litter pick can be requested on the MyWiltshire App.	Clerk																		
Date of next meeting	<p><b>Tuesday 26<sup>th</sup> April 2016</b>  Mr Murch &amp; Mr Wiltshire to set up the room at 7 pm for the April PC meeting. Mr Rigg gave his apologies for the April meeting.</p> <p><b>Tuesday 10<sup>th</sup> May 2016 – Annual Parish Meeting</b>  Annual Parish Meeting on 10 May, the Pavilion has been booked, a notice to be placed in Spotlight, and local organisations to be invited; refreshments to be provided. Mr James gave his apologies for the Annual Parish meeting</p>	<p>T. Murch &amp; M. Wiltshire</p> <p>Clerk</p>																		

.....*J. Badfield*.....

CHAIRMAN