

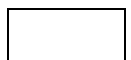
## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 27<sup>th</sup> February 2024. This meeting was held in the Community Centre.

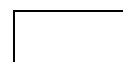
Present: Mr Terry James (Chairman), Mrs Jackie Hamblin, Mr William Lack, Mr Paul Manning, Mrs Debbie Savage, Mr Phil Springate, Mr John Williams

Also Present: Cllr Tamara Reay and the Clerk

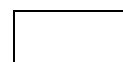
Agenda Item	Detail	Action
2024/023 Apologies for Absence	Mrs Pamela Akerman, Mr Jamie Halliday, Mrs Bridget Johnstone, Mr Martin Wiltshire.	
2024/024 Declaration of Lobbying (i) Declaration of changes to the Register of Interests (ii) Declaration of interest in items on the Agenda (iii) Requests for Dispensation	<p>(i)-There were no changes of declarations to the Register of Interests apart from Paul Manning who declared an interest in PL/2024/0154 – Turnpike Cottage.</p> <p>(ii) - There were no other declarations of interest in items on the agenda.</p> <p>(iii) - There were no requests for dispensation.</p>	
2024/025 Local Councillor's Matters	<p>Cllr Reay provided the following updates on local matters:</p> <p><b>Wiltshire Council's 2024/25 Budget</b> An additional £36m has been added into the council's service budgets. Overall, the budget for 2024/25 ~ £490m with the council not relying on reserves to invest and provide services. It was confirmed the Wiltshire Council element of council tax will increase by 2.99% increase, plus a 2% levy to be sent adult social care. This will mean an increase of £1.65 per week for a Band D property.</p> <p><b>Highways Matters Event 26<sup>th</sup> Feb</b> The event was well attended, and a key focus of the meeting was the reengineering of the Black Dog junction near Worton.</p> <p><b>Don't Mess with Wiltshire</b> 'Don't Mess with Wiltshire' is Wiltshire Council's campaign to encourage people to not drop litter. The Council spends more than £2m/year picking up litter. If people picked up their litter this money could be allocated to other services.</p> <p><b>Food Waste Collection</b> Wiltshire has agreed with DEFRA to work on a programme to collect domestic food waste. This new service could begin in 2027.</p> <p><b>Local Grants</b> Two organisations in Seend received a grant from Devizes Area Board. The grant to Nosh &amp; Natter will help keep their meal costs as low as possible. The Lye Field also received a grant towards the purchase of a new mower.</p>	



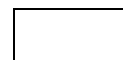
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2024/026 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 30<sup>th</sup> January 2024 were circulated to all Councillors.</p> <p>Acceptance of the Minutes of this meeting as an accurate record was proposed by John Williams and seconded by Paul Manning. Except for Mrs Pamela Akerman, Mrs Jackie Hamblin, Mr William Lack &amp; Mr Martin Wiltshire who were not present at this meeting, all remaining Councillors present voted in favour.</p> <p>A shortened version of these minutes to be placed in Spotlight.</p>	Clerk
2024/027 Matters Arising Not Already on the Agenda	<p><b>Parking Spout Lane</b> A document produced by impacted residents has been sent to Wiltshire Council along with a request for the instigation of a residential parking scheme. Clerk to circulate a copy of the document to Councillors and update the lead resident directly involved. Clerk to request Spout Lane Parking be added to LHFIG agenda.</p> <p><b>Parking Canal Bridge</b> Clerk to request the Canal Bridge Parking be added to LHFIG agenda.</p> <p>Cllr Reay to raise issues caused by the increase in semi-permanent moored vessels on the Kennet &amp; Avon Canal with the Parish and the additional issues this has caused with local MP's MPs Danny Kruger and Michelle Donelan with an expectation of a more senior engagement with the Canal &amp; River Trust.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Reay</p>
2024/028 Items for Discussion from Members of the Parish	None	
2024/029 Local Highways & Footpath Infrastructure Group (LHFIG)	<p><b>Local Highways &amp; Footpath Infrastructure Group (LHFIG)</b></p> <p><b>The Bell Crossroads / Bollands Hill</b> Wiltshire Council confirmed a works order has been raised to refresh the lining. As the 'lining' program has not started yet Wiltshire Council is unable to give a target date for the completion of the work.</p> <p><b>Bradley Lane &amp; Rusty Lane</b> Wiltshire Council advised that 'scalpings' may soon become available locally. The Clerk to arrange to meet with Wiltshire Council to understand what is being planned so that residents can be consulted prior to any works.</p> <p>The next LHFIG meeting is 16<sup>th</sup> April. The Chairman &amp; Clerk to attend.</p>	<p>Clerk</p> <p>Chairman / Clerk</p>
2024/030 Speedwatch	<p><b>Speed Watch</b> The Speedwatch Team has identified preferred locations for Speed Watch Indicators (SIDs) and will send details to the Speedwatch Police Liaison Officer (Roger Fooks) for approval. Once approved, the Clerk will forward the information to LHFIG to install supporting street furniture.</p>	Debbie Savage
2024/031 Neighbourhood Plan / Wiltshire Local Plan	<p><b>Neighbourhood Plan</b> Phil Springate to meet with Georgina A'Bear and agree/understand the Neighbourhood Plan review process.</p> <p><b>Wiltshire's Local Plan</b> Nothing to report.</p>	Phil Springate



Agenda Item	Detail	Action
2024/032 Planning Matters	<p><b>Planning Matters</b></p> <p><b>PL/2024/00952</b> - Householder Application - 50, Seend Cleeve, Seend - Erection of porch to front of property.</p> <p>Resolution: Terry James proposed this application has no objection. This was seconded by William Lack. All remaining Councillors present voted in favour.</p> <p><b>PL/2024/00888</b> - Proposed Works to Trees in a Conservation Area Land at the Lye, Seend - T1129 Elm tree - Fell.</p> <p>Resolution: Phil Springate proposed this application has no objection subject to a Condition that a new tree is planted. This was seconded by William Lack. All remaining Councillors present voted in favour.</p> <p><b>PL/2024/01208</b> - Proposed Works to Trees in a Conservation Area 3 Somerset Close, Seend - 1 x Acer tree – fell.</p> <p>Resolution: William Lack proposed this application has no objection subject to a Condition that a new tree is planted. This was seconded by Jackie Hamblin. All remaining Councillors present voted in favour.</p> <p><b>PL/2024/01868 &amp; PL/2024/01541</b> - Householder planning permission &amp; listed Building Consent - Turnpike Cottage, Inmarsh - Refurbishment of existing annexe, the insertion of Velux roof lights and new window to the rear elevation.</p> <p>Resolution: John Williams proposed this application has no objection. This was seconded by Debbie Savage. All remaining Councillors present voted in favour.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2024/033 Sandridge Solar Benefit Payment	No update.	
2024/034 Devizes Area Board	The Area Board Meeting took place on 26 <sup>th</sup> February 2024 in conjunction with Wiltshire Council Highways team, who gave a local update around speeding, traffic, air quality, road maintenance, community transport and congestion.	Pamela Akerman / Jamie Halliday
2024/035 Items of Correspondence	<p><b>Parking adjacent to the Village PO &amp; High Street Drainage</b></p> <p>Wiltshire Council confirmed that a works order has been raised to refresh the lining. The Highways Engineer has planned for the Sewer Team to clear the gullies next to the Post Office on 28<sup>th</sup> February.</p> <p>Shop users are requested to be considerate and not block access to the entrance beside the Post Office.</p> <p><b>Right of Way Land adjacent to Bollands Hill</b></p> <p>The landowner's agent has indicated they wish to deter walkers from using an established short cut between SEEN29 &amp; SEEN6 adjacent to Bollands Hill. The Clerk confirmed the agent had been asked to seek advice and guidance from Wiltshire Council.</p>	
2024/036 Parish Steward	<p>The Clerk to request the Parish Steward undertake the following work:</p> <ul style="list-style-type: none"> <li>Clean the keep left signs on the islands on the Trowbridge side (West side) of the Bell Crossroads</li> </ul>	



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	<ul style="list-style-type: none"> <li>Clear Leaves and debris from corner of school road / A316 High Street by the oak tree and safety barriers adjacent Wesley Cottage and a further 70m along the northern road gulley towards Dial Close</li> </ul>	Clerk
2024/037 Best Kept Village	John Williams agreed to complete the entry forms and return to CPRE.	John Williams
2024/038 Constitutional Updates	<p><b>a) Code of Conduct</b> Prior to this meeting Councillors had been sent a new unchanged copy from the previous year.</p> <p>Resolution: William Lack proposed and John Williams seconded the re-adoption of the Code of Conduct. All councillors present voted in favour.</p> <p><b>b) Governance and Management Risk Register</b> Prior to this meeting Councillors had been sent an updated copy with revised responsibilities for managing the Village Defibrillator in Seend Cleeve and noting that the Council is moving to on-line payments.</p> <p>Resolution: Terry James proposed, and Phil Springate seconded the adoption of the Governance and Management Risk Register. All councillors present voted in favour.</p> <p><b>c) Asset Register</b> The annual review of the Parish's recorded assets has been undertaken by the Clerk. An updated version of the Register had been circulated to Councillors for approval at this meeting.</p> <p>Resolution: William Lack proposed the updated Asset Register was a fair assessment of the Council's assets and should be adopted. This was seconded by Paul Manning. All councillors who were present voted in favour.</p> <p>The Clerk to update the council's website.</p>	Clerk
2024/039 Subcommittee Membership Review	<p>Councillors agreed to join the following Subcommittees:</p> <ul style="list-style-type: none"> <li>Planning - Mr James, Mrs Johnstone, Mr Lack and Mr Springate,</li> <li>Precept - Mr James, Mrs Johnstone, Mr Lack, Mrs Savage and Mr Wiltshire</li> <li>Highways - Mr James, Mrs Akerman, Mr Williams and Mr Wiltshire</li> <li>Neighbourhood Plan - Mrs Akerman and Mr Springate</li> <li>Flood Action Plan Committee – Mr James, Mr Williams and Mr Wiltshire</li> <li>Fixed Assets inspection/Maintenance Officer – Mr Williams and the Clerk.</li> <li>Parish Steward Liaison rep – Mr John Williams and the Clerk</li> </ul> <p>The Councillors appointed to the following external bodies:</p> <ul style="list-style-type: none"> <li>Devizes Area Board – Mr Williams and Mrs Akerman</li> <li>Devizes LHFIF (Formally CATG) - Mr James (Chairman) and the Clerk</li> <li>Seend Community Centre PC Rep - Mr James (Chairman)</li> <li>Seend Lye Recreation Field PC Rep - Mr Williams</li> <li>Seend CLT - Mr William Lack</li> <li>Footpath Liaison Officer – Mrs Hamblin</li> </ul> <p>The Clerk to update the council's records and circulate the new list.</p>	Clerk



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2024/040 Earmarked & General Reserves	<p><b>Earmarked &amp; General Reserves</b></p> <p>The Council reviewed the Earmarked and General reserves.</p> <ul style="list-style-type: none"><li>Earmarked Reserves £28,059.86</li><li>General Reserve £10,590.16 (50% of 2024/25 Precept)</li></ul> <p>Resolution: William Lack proposed the Earmarked &amp; General Reserves are appropriate for the Council’s current commitments and organisational security. This was seconded by Phil Springate. All Councillors present voted in favour.</p> <p>The Clerk to complete the Annual Governance Check List.</p>	Clerk																		
2024/041 Financial Matters	<p><b>a. Move to Online Banking</b></p> <p>It is hoped the Council will initiate its first on-line payment in March.</p> <p><b>b. Cheques for Signature</b></p> <table><tr><th>Cheque Payee</th><th>Amount</th><th>Reason</th></tr><tr><td>Mr C Stirland</td><td>£901.59</td><td>Clerks Salary and Back Pay (2 of 3)</td></tr><tr><td>Hugofox Limited</td><td>£23.99</td><td>Website Monthly DD Subscription</td></tr><tr><td>JDH Gardening Services</td><td>£156.00</td><td>Allotment Hedge Cutting</td></tr><tr><td>Camelot Media</td><td>£300.00</td><td>Councillor Email Renewal</td></tr><tr><td>Mr J Williams</td><td>£33.12</td><td>Cycle Rack Installation materials</td></tr></table> <p>Resolution: Phil Springate proposed acceptance of the payments, seconded by Jackie Hamblin. Apart from John Williams who was a payments beneficiary, all remaining Councillors present voted in favour.</p> <p><b>c. Bank Reconciliation</b> at end of January 2024, was <b>£ 40,772.74</b></p>	Cheque Payee	Amount	Reason	Mr C Stirland	£901.59	Clerks Salary and Back Pay (2 of 3)	Hugofox Limited	£23.99	Website Monthly DD Subscription	JDH Gardening Services	£156.00	Allotment Hedge Cutting	Camelot Media	£300.00	Councillor Email Renewal	Mr J Williams	£33.12	Cycle Rack Installation materials	Authorised Councillors
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2024/042 Items for Note	<p><b>Clerks Annual Performance Review</b></p> <p>The Chairman &amp; Vice Chair to agree a date in March for the review</p> <p><b>Rusty Lane</b></p> <p>The Clerk has written to the Solicitors and is awaiting an update</p> <p><b>Bollands Hill</b></p> <p>The gully on East side below Bollands Hill below Pelch Lane has further subsided. The Clerk to raise a MyWilts report.</p>	Chairman/ Vice Chair / Clerk   																		

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Terry James (Chairman)

Date: 26<sup>th</sup> March 2024

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