

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 24th April 2018 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James, Mr B Nicholls, Mrs C Vince, Mr J Williams and Mr Wiltshire.

Also present: Councillor Seed and Mrs Sue Bond (Clerk)

Agenda Item		Action
2018/216 Closed session	Just prior to the start of the meeting and with the Clerk asked to leave the room and with no knowledge of what was to be discussed, Councillors held a closed meeting before the start of the public meeting. Mrs Heatley proposed an increase in the Clerk's salary. Clerk's pay scales were distributed and discussed. All were in favour of uplifting the Clerk's salary by 2 pay scales starting in May 2018. This is one pay scale higher than what would have automatically happened at the beginning of the new financial year.	
2018/ 217 Apologies for Absence	Mrs J McManus, Mr P Manning and Mr J Padfield	
2018/218 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) The Clerk reported that she had updated the councillors' new email addresses on the Register of Interests. Mr Nicholls had completed his Register of Interest, but Mr Padfield and Mr Manning had not. The Chairman to remind them again that they must complete this task.</p> <p>(ii) Mrs A'Bear and Mrs Akerman declared an interest in planning application 18/03471/FUL The Chairman declared an interest in planning application 18/02853/FUL Mrs Vince declared an interest in planning application 18/03161/FUL and 18/03377/LBC</p> <p>(iii) There were no requests for dispensations.</p>	
2018/219 Local Councillor Matters	<p>Councillor Seed updated the Parish Council on a number of issues.</p> <p><u>High Street Resurfacing</u> – see Highways agenda item. Councillor Seed</p> <p><u>Berhills Lane parking concerns</u> – he reported that the Enforcement Officer had written to the owners of the property informing them that the area at the side was not to be used for the parking of vehicles and that if they continued to do so, it may be construed as a change of use which would not get planning permissions due to highway objections. The Enforcement Officer did state that it does not affect their right to submit an application for a change of use.</p> <p><u>Spiderweb Paddock</u> – Councillor Seed gave a brief update. He agreed to speak to those residents who had expressed a continuing concern with the site.</p> <p><u>Results of study on HGV freight use of A361 Seend</u> – See Highways Agenda item.</p> <p><u>Bell Hill Road Safety measures</u> – See Highways agenda item</p>	Councillor Seed
2018/220 Items for Discussion from Members of the Parish	There were no Items for Discussion from Members of the Parish, but two letters from residents were discussed under the Agenda Item on Highways.	
2018/221 Minutes of the Previous Meeting	<p>1. The Minutes of the meeting held on 27th March 2018 had been circulated to all Councillors.</p> <p>1.1 <u>Resolved</u>: Acceptance of the Minutes as an accurate record was proposed by Mrs Heatley and seconded by Mrs Vince. All Councillors present unanimously approved the minutes.</p>	
2018/222 Matters Arising Not Already on the Agenda	1. <u>Minute no: 201.1 Defibrillator</u> . It was reported that 3 training sessions had taken place in The Brewery organised by Mark Wood. Councillors expressed their thanks for Mr Wood's continued involvement in the defibrillator project, which he had instigated as a Parish Councillor. It was	

	<p>hoped that he would help the Parish Council apply for the next set of grant funding to buy the third defibrillator for Sells Green later in the year.</p> <p>2. <u>Minute no: 212.3 Rights of Way</u> – Mrs Vince reported that she had contacted Penny and Ron England, footpath officers for Seend Ramblers. They had said that there are 58 rights of way in Seend Parish. Their maintenance and which paths to prioritise needed to be co-ordinated at Parish level. The Parish Council needed to elect a new Footpath Officer following Mr Wood's resignation from the Parish Council. There was a need for volunteers to help with their regular maintenance and for any broken stiles and gates to be reported to the County Council. An advert could be put in Spotlight calling for volunteers. Penny England will attend the Annual Parish Meeting and give a report on the work of the Seend Ramblers.</p> <p>3. <u>Minute no: 2018/214.2 Best Kept Village Competition</u> – Mr Williams reported that he had been advised by CPRE that it would be better to enter just one area of the Parish, as the whole of Seend Parish was quite spread out. So he had just entered Seend into the Best Kept Village Competition.</p>	Clerk
2018/223 Police Matters	<p>Mrs Heatley reported that she had not received any details of incidents from the Community Police Support Officer this month (PCSO), but an incident of fly tipping had been mentioned on the Seend social media site. The Clerk reported that there had been an incident of fly tipping in Row Lane on the night of 18/19th April. A large load of conifer hedge cuttings had been dumped by a gate. This was reported to Wiltshire Council both by a resident and the Clerk.</p>	
2018/224 Highway Matters	<p>1.1 <u>High Street Resurfacing</u> – As requested at the last meeting, Mrs McManus had gone back to the Highways to question how the resurfacing work to Seend High Street was being prioritised and why it appeared to have been demoted to carriageway repairs on the CATG list whereas other areas were still be resurfaced. She explained that the cost of resurfacing the whole of Seend High Street could be in the region of £750,000, and as they have other areas in the county that also need doing with some urgency, they may suggest a partial or temporary resurfacing work during the next 5 years with a view to doing a full resurfacing at a later date.. This high cost is due to the “deep works” that are required owing to the nature of our topography.</p> <p>1.2 However, Councillor Seed felt sure that the High Street would be resurfaced in the next two years, but in the meantime some serious patching will be done to alleviate the immediate and most pressing problem areas.</p> <p>2. <u>Bell Hill Road Improvements</u> – The Parish Council had not been given a date for when these improvements were to begin. Councillor Seed advised the Parish Council to keep a note of what measures were originally agreed by Highways so they can ensure that all the measures do get implemented. He cited another parish council who had to chase Highways to complete all the tasks agreed.</p> <p>3. <u>Church Crossing</u> – no update on when the work was going to begin.</p> <p>4.1 <u>Barge Bridge Concrete Pipes</u> - These had now been exchanged for smaller ones and look much better. They have stopped the cars from parking right by the Barge bridge.</p> <p>4.2 Mrs McManus's proposal that the pipes be painted by local school children as a community project was discussed at length by the Councillors. The Chairman had spoken to some local residents about the idea, who felt that the pipes would be better left unpainted, as over time the paint would fade. Mrs Heatley read out the safety advice that she had been given by the Community Police Support Officer. The safety measures that would need to be taken to ensure the safety of the school children would be quite extensive.</p> <p>4.3 <u>Resolution</u>: In view of all the above feedback, the Chairman proposed that the concrete pipes be left unpainted. This was seconded by Mr Nicholls. All Councillors agreed.</p> <p>4.4 The Chairman said that he would thank the Highway's Engineer for replacing the pipes and to ask if there was a chance if Higways could provide some hardcore and topsoil to fill the pipes in readiness for planting. If this</p>	Chairman

	<p>was not possible, he would see if there was another source for the hardcore and soil.</p> <p>5. <u>Highways Proposed Action Plan</u> – As Mrs McManus was unable to attend the meeting, this item will be carried over to the next meeting.</p> <p>6. <u>Highway Correspondence</u> - two emails from residents had been circulated to Councillors and were discussed at length. Both emails expressed deep concerns about the perceived increase of HGV traffic travelling on the A361 through Seend High Street, despite the recommended freight route being the A365. Disappointment was expressed that there were no plans to enforce the recommended freight route.</p> <p>Councillor Seed reported on the results of the Highway monitoring of freight using the A361 through Seend from 2012 to 2017. This study has been undertaken by the Sustainable Transport Group in Wiltshire Council. The report suggested that there had been little change in the overall HGV numbers since 2013. The regular metro count results showed a slight decrease in HGV traffic since the installation of the VAS at the pinchpoint. Councillor Seed said that Wiltshire Highways will continue to monitor the freight traffic movement in Seend through regular metro counts.</p> <p>Councillors expressed frustration that there was little that could be done to alleviate the residents' concerns, and that these same issues had been discussed by the Parish Council many times. It was hoped that the new Highways sub-committee could come up with some small measures that might help.</p> <p>The Clerk or Chairman to respond to the residents, and to send them a copy of the above report.</p>	Clerk/Chairman
2018/225 Neighbourhood Plan And CLT Update	<p>1.1 <u>Neighbourhood Plan</u> Mrs A'Bear reported that they had completed the concluding paperwork for last year's grant application, and were now in receipt of the new grant application. They hoped to take part in a few more community events including the Annual Parish Meeting in the Pavilion on 8th May, to raise the profile of the progress of the Neighbourhood Plan.</p> <p>1.2 <u>Resolution</u>: In order to ensure the NPSG members complied with the GDPR regulations, Mrs A'Bear proposed that the Parish Council agree to give some members where needed an @seendparishcouncil.co.uk email address. This was seconded by Mrs Vince. All Councillors approved.</p> <p>2. <u>CLT</u> – The Seend CLT now has 100 members. The inaugural meeting will take place on 28th May.</p>	Mrs A'Bear And Clerk
2017/226 Area Board	<p>Mr Williams said that he had been unable to attend the Area Board meeting that took place on 11th April. Making Melksham a more "Age Friendly" community was the theme.</p> <p>The next meeting is on Wednesday 6th June, 7pm at Seend Community Centre.</p>	
2018/227 Planning Matters	<p>1. <u>Application Ref: 18/02853/FUL</u> Site Location: 44 Seend Cleeve Proposal: Detached replacement garage with room in roof.</p> <p>1.1 This was a revised planning application. Mrs Heatley said that she had contacted a near neighbour to see whether he had any concerns with this revised planning application. He confirmed that he was happy with it and would not be putting in an objection, but hoped the brick work would match. The revised plans had reduced the height and there were now no windows overlooking the neighbour.</p> <p>1.2 <u>Resolution</u>: Mrs Heatley proposed that this application be approved but with the condition that the building remains ancillary to the main house. This was seconded by Mrs A'Bear. The Chairman, having declared an interest, did not vote. All other Councillors voted in favour of approving the application.</p> <p>2. <u>Application Ref: 18/03258/FUL</u> Site Location: Newhouse Farm, Devizes Road, Seend SN12 6RG Proposal: Proposed rear orangery</p>	

	<p>2.1 <u>Resolution</u>: Mr Nicholls proposed that the application be approved, seconded by Mrs Vince. All Councillors voted in favour of approving this application.</p> <p>3. <u>Application Ref: 18/03161/FUL and 18/03377/LBC</u> Site Location: The Laurels, High Street, Seend SN12 6NU Proposal:- Internal alterations - change door and windows to french door and window to rear elevation.</p> <p>3.1 These two applications for the same property were discussed as one. 3.2 <u>Resolution</u>: The chairman proposed that the two applications be approved. This was seconded by Mr Williams. Mrs Vince had declared an interest so did not vote. All other Councillors voted in favour of approving the application.</p> <p>4. <u>Application Ref: 18/03416/LBC</u> Site Location: Seend Head Barn, Row Lane, Seend Proposal: Alteration of internal layout of barn conversion from that approved under reference K/33004/L</p> <p>4.1 <u>Resolution</u>: Mrs Vince proposed that this planning application be approved. This was seconded by Mr Williams. All Councillors voted in favour of approving this application.</p> <p>5. <u>Application Ref: 18/03471/FUL</u> Site Location: Broad Lane Farm Seend SN12 6RJ Proposal: Proposed new industrial unit for class B2 and B8 plus extension of parking area to the east of units 5 to 14 for vehicles, boat and caravan storage</p> <p>5.1 Mrs Akerman left the room during the discussions on this planning application. Mrs A'Bear declared an interest, so did not take part in the discussions.</p> <p>5.2 <u>Resolution</u>: Mr Nicholls proposed that the planning application be approved. This was seconded by Mrs Heatley. Mrs A'Bear did not vote. All other Councillors voted in favour of approving this planning application.</p> <p>6. <u>Application Ref: 18/03825/TCA</u> Site Location: 8 Dial Close Seend SN12 6NP Proposal: Maple Tree - Crown reduce 30%</p> <p>6.1 <u>Resolution</u>: Mrs Vince proposed that this planning application be approved. This was seconded by Mr Williams. All Councillors voted in favour.</p>	
2018/228 GDPR and Privacy Policy	<p>1. The Clerk had circulated to all Councillors a draft Data Protection Policy and a Privacy Notice, and asked them to give their approval. It would be the basis for showing that Seend Parish Council is doing everything it can to show compliance to the GDPR which comes into force on 25th May. The Clerk stated that this would be a first draft to be put on the website, but that it will be revised when needed.</p> <p>1.1 <u>Resolution</u>: Mrs Vince proposed that the two notices be approved. Mr Williams seconded. All Councillors voted in favour.</p> <p>2. The Clerk and Mrs A'Bear had attended Wiltshire Council's Information session on GDPR. It was clear from this meeting that there was a lot of concern felt by Parish Councils on the impact of this new Act to the work of a parish and town council. All Parish Councils have to appoint a Data Protection Officer. Wiltshire Council and the SLCC had stated that this could be a councillor or the Clerk, provided there was no conflict of interest.</p> <p>2.1 The Clerk agreed to be the Data Protection Officer for Seend Parish Council until a better solution can be found.</p> <p>2.2 <u>Resolution</u>: The Chairman proposed that the Clerk be the DPO for the time being. This was seconded by Mrs Akerman. All Councillors voted in favour.</p>	

	3. Wiltshire Council's Data Protection Officer did state that the ICO had said that it did not expect all Town and Parish Councils to be fully compliant by the 25 th May deadline and understood that it would be work in progress for many, as long as some steps were being taken.							
2018/229 Lye Field Correspondence	<p>At the March meeting the Clerk omitted to report that the Chairman of the Lye Field Trustees had contacted her and the Chairman. The email updated the Parish Council on Aster's plans for a housing development behind the Lye which were now being shelved for the time being. It intimated that they might be happy to have some of the of the WW1 commemorative trees planted on the Lye Field The email also asked what support the Parish Council could give to the Lye Field Trustees for the refurbishment of the play area.</p> <p>The email was circulated to Councillors and an agreed response was sent by the Chairman. Notably that the Parish Council does not have the funds to give any financial support to the refurbishment of the play area. This is the same response that was given in March 2016.</p> <p>At the last meeting, the Secretary of the Lye Field had asked for the support of the Parish Council and the School for their application for grant funding to refurbishment of the play park. This was approved and a letter had since been sent by the Chairman, giving support.</p>							
2018/230 WW1 Trees	A firm location for the 25 trees has still not been found.							
2018/231 Annual Parish Meeting	<p>The Annual Parish Meeting to take place on 8th May in The Pavilion. It has been advertised in Spotlight. The Clerk to invite some of the key organisations and clubs.</p> <p>Mrs A'Bear and Mrs Vince agreed to do the refreshments.</p> <p>The appointment of Chairman and Vice Chairman was briefly discussed. Mr James and Mrs Heatley happy to stand again as Chairman and Vice Chairman if voted for.</p>							
2018/232 Correspondence	<p>The Clerk reported that she had received the following correspondence:</p> <ol style="list-style-type: none"> 1. Wiltshire Council – guidance notes for Town and Parish Councils on receiving and the use of CIL funds. This was noted and for the Clerk to file. 2. Town and Parish Councils Training and Networking Day – 15th June. The Clerk and the Chairman to attend. 3. Wiltshire Council has organised a series of Local Highway Town and Parish Council meetings in May, in Salisbury, Trowbridge, Chippenham and Devizes. Some Councillors to hopefully attend. 4. A letter from Wiltshire Council's Legal & Democratic Services Dept regarding Parish Councils' Codes of Conduct and Declarations of Interests. 5. Street lighting at the pinch-point in the High Street – a resident has asked if we can get the lighting at this point improved here as it is quite a dark area late at night. The Clerk to investigate what can be done. 	Clerk						
2018/233 Financial Matters	<p>1. There were 2 cheques for signature:</p> <table border="0"> <tr> <td>Mrs S Bond</td> <td>£525.56</td> <td>Clerk April Salary</td> </tr> <tr> <td>Came & Company</td> <td>£324.44</td> <td>Council Insurance</td> </tr> </table> <p><u>Resolution:</u> Acceptance of the cheques was proposed by Mr Williams and seconded by Mrs Vince. All Councillors approved.</p> <p>2. Bank reconciliation to end of March 2018 - £13,951.47 (end of year balance)</p> <p>Mrs A'Bear reported that she had met with the Clerk and gone through the bank reconciliations and bank statements, and confirmed that all was correct. The Clerk had circulated details of the earmarked reserves covering Highways, NP and the CLT support, which once taken into consideration left only £4,624.47 of unearmarked reserves. There would be a VAT refund of £830 to add to this amount.</p>	Mrs S Bond	£525.56	Clerk April Salary	Came & Company	£324.44	Council Insurance	
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	<p>3. <u>Annual Governance Statement</u> - Councillors had been circulated a copy of the completed Governance Statement as prepared by the Clerk.</p> <p><u>Resolution:</u> Approval of the Governance Statement as a correct record of the Council's governance was proposed by Mrs A'Bear and seconded by Mr Williams. Approved by Councillors unanimously. The statement was then signed by the Chairman and the Clerk.</p>	
2018/ 234 Items for note	<p>1. The Seend Lye Field AGM is taking place on 17th May. Mr Williams to attend as a representative of the Parish Council.</p> <p>2. The Clerk reported that Wessex Water were undertaking major works on the A361 from The Stocks junction of Seend Cleeve to the other side of Baldham bends. This will be in force until approx 19th May. Traffic lights are in place just by The Stocks entrance to Seend Cleeve.</p> <p>3. The Clerk was asked to mention that The Melksham Young Peoples Awards are still open for nominations until 30th April. It is an opportunity to celebrate some of the spectacular young people we have living in the Melksham Area. We have a number of awards that each celebrate some of the different skills, achievements and commitments of young people. Any young person aged 18 and under living in the Melksham Community Area can be nominated.</p> <p>4. <u>Room Set Up</u> – Mr James and Mr Williams</p>	
2018/234 Date of next meeting	<p>Tuesday 29th May 2018</p> <p>There being no other business, the Chairman closed the meeting at 9.30pm</p>	

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CHAIRMAN
Date: 29th May 2018