

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 25th June 2019 at Seend Community Centre.

Present: Mrs P Akerman, Mrs A Heatley, Mr T James (Chair), Mr W Lack, Mr B Nicholls, Mr J Padfield, Mr P Manning and Mrs C Vince, Mr M Wiltshire and Mr J Williams

Also present: Mrs Sue Bond (Clerk), Jerome McCormack, Andy Francis, Darren & Sonja Nichols, Pat O'Reilly, Frankie Goddard, Lottie Churchill and approx 25 other parishioners.

Agenda Item		Action
2019/217 Apologies for Absence	Mrs G A'Bear and Councillor Seed	
2019/218 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	(i) There were no declarations of changes to the Register of Interests, (ii) Mr Lack and Mr Padfield declared an interest in the planning Application 19/05006/FUL. (iii) There were no requests for dispensations.	
2019/219 Councillor Matters	One item to be reported under highway matters.	
2019/ 220 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 28 th May had been circulated to all Councillors. 1.1 <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mr Nicholls and seconded by Mrs Vince. All those Councillors who were present at the last meeting voted in favour of accepting the minutes	
2019/221 Matters Arising Not Already on the Agenda	1. <u>Dog Fouling signs</u> – Mrs Vince reported in Mrs A'Bear's absence that she was talking with her vet and production was in progress for a template sign. 2. <u>Rights of Way</u> – Mrs Vince reported that the bridge repair on SEEN45 was nearly completed. Penny and Ron England have given her a list of footpaths cleared by a breakaway group of West Wilts ramblers working party others working on THE bridge:- Gate on bridleway SEEN45 at ST92316062 Gate on SEEN45 at junction with BWay SEEN13 at ST 92816073 – this was the last job of the morning, so was not completed properly. Stile on SEEN15 where it joins SEEN45 at ST92406062 Stile on SEEN13B where it joins SEEN45 at ST92506065 Stile on SEEN14 where it joins SEEN45 at ST92486063 Stile on SEEN13B field edge at ST92356075 Stile on SEEN13A where it joins Bridleway SEEN13. It didn't need clearing, but it is in poor condition and needs mending. Reported to Wiltshire Council Bradley Lane footpath had also been cleared and the path by Spiderweb Paddock will be done later this week. The Chairman asked the Clerk to write a letter of thanks to Penny & Ron England and to West Wilts Ramblers. 3. <u>Farm vehicles 'Stop Me' stickers and leaflets</u> – The Clerk reported that she had been given by PC Emily Thomas a number of leaflets on rural crime prevention, how to report poaching, horse sense for motorists, Police Stop Me stickers for agricultural vehicle stickers. These to be advertised in Spotlight 4. <u>Do Not Knock (no uninvited callers) stickers</u> from Able Care. To be advertised in Spotlight.	Clerk Clerk Clerk

<p>2019/222 Items for Discussion from Members of the Parish</p>	<p>1.1 Mr Jerome McCormack, the new owner of the Seend Post Office attended with his architect Andy Francis, and spoke of his plans for the post office and shop which he hopes, if planning permission is approved to demolish the shop and store buildings and rebuild to provide shop, cafe and post office. He stressed that it would be a cafe and not a restaurant serving one hot meal a day as well as sandwiches and coffee. He said that as he had not been able to buy the newspaper delivery round which the previous owner had taken with him, he needed another source of income to ensure the long term viability of the post office and shop.</p> <p>2. Mr Darren Nichols spoke of his concerns about the redevelopment of the Post Office and shop site with the proposed addition of a cafe/restaurant. A brief summary of his concerns as follows.</p> <ul style="list-style-type: none"> • The form, scale and design of the development is not in keeping with the context, character and appearance of the Conservation Area and adjacent listed buildings, • There would be a loss of privacy with the large glass window which would overlook the neighbouring properties. • Concern about the intensification of use with the addition of the two storey cafe and its later opening hours. The addition of the cafe would bring its own problems with waste, kitchen extraction and drainage. • Highway and parking concerns as there would be an inevitable increase in the number of cars who would be staying longer <p>3. Mrs Sonja Nichols spoke on behalf of Mr & Mrs Hogg who live behind the post office. They were unable to attend the meeting. They are concerned about the scale of the development and the impact it may have on their home. They own the driveway to the bungalow but the new owner of the PO/shop has right of way. They are also concerned about a drain that may be built on.</p> <p>4. Mr and Mrs Nichols stressed they and Mr & Mrs Hogg were not against improvements being made to the shop and PO, but were concerned about the scale of the changes and their potential impact.</p> <p>5. Mr Pat O'Reilly, owner of Dial House next door to the PO, said he was delighted with the plans. The building was badly in need of renovation and felt the new plans would enhance the area, not be detrimental. He agreed that there would likely be more cars parking, but that this might have a positive effect by creating natural traffic calming slowing the traffic down. He said that shop and post office needed the flare and determination of Jerome who was willing to embrace the challenge of revitalising the shop with the addition of the cafe which will ensure the long term viability of an important village asset.</p> <p>6. Mr Frankie Goddard and Mrs Lottie Churchill also spoke in favour of the plans. The shop and post office were the hub of the village and provided an invaluable service to parishioners, and in particular the elderly. Without it, the alternative would mean driving to the nearest town.</p> <p>7. The architect confirmed that the large glazed window could be partially obscured which would let light in, but can't be seen through.</p>	
<p>2019/223 Planning Matters</p>	<p>1. <u>19/05006/FUL</u> Site Location: Post Office, High Street, Seend SN12 6NR Proposal: demolish shop and store buildings and rebuild to provide shop, café and Post Office with amenity space.</p> <p>1.2 Following on from the representations made from the parishioners, Councillors (with the exception of Mr Lack and Mr Padfield) discussed the plans for the redevelopment of the shop and post office with the addition of a cafe. The general consensus was that all councillors were in support of the planned changes. There was a need for a thriving shop. Councillors agreed that there may be some parking issues, but that the positives outweigh the negatives. It was accepted that the new owner needed the increased revenue stream of the cafe to ensure that the shop and post office remained viable.</p>	

	<p>1.3 The Vice Chairman read out some Wiltshire Council strategy policy (relevant to this planning application) along with some observations and comments on the various issues/concerns. She and the two other planning reps had made a site visit and listened to the concerns of neighbours. She covered the points on building conservation, building design, change and intensification of use, highway and parking issues, environmental, waste and drainage issues. She felt that some of the concerns such as the glazing and drainage could be addressed, and that some other concerns were unfounded. In conclusion, she felt that the Parish Council should support the planning application.</p> <p>1.4 <u>Resolution:</u> Mr Nicholls proposed that this planning application be recommended for approval. Mr Williams seconded the motion. Mr Lack and Mr Padfield, having declared an interest, did not vote. Mr Wiltshire abstained, but the remaining 7 Councillors voted in favour. Resolution carried.</p> <p>2. <u>19/4801/FUL</u> Site Location: Brow Cottage, Seend Hill, Seend SN12 6RU Proposal: Erection of double garage and garden store.</p> <p>2.1 This application was not complete as it did not show if this tree had a Tree Preservation Order on it. The Clerk investigated and found it did not. The tree is extremely large and causes much overshadowing with roots extending under the wall into a neighbour's garden so it was agreed that the best option was to fell it</p> <p>2.2 <u>Resolution:</u> Mr Padfield proposed that this planning application be approved, seconded by Mr Williams. All Councillors voted in favour.</p> <p>3. <u>19/05881/TCA</u> Site Location: Nornour, High Street, Seend NS12 6NR Proposal – T1 – Conifer tree – fell</p> <p>3.1 <u>Resolution:</u> Mr Lack proposed that this application be approved, seconded by Mrs Vince. All Councillors voted in favour.</p>	
<p>2019/224 Police Matters</p>	<p>1. PCSO Maggie Ledbury attended the meeting. She reported the following incidents had taken place in Seend Parish during the month of May.</p> <p>4th Road Rage – Dial Close 4th Street Warning given for drugs – A361 7th Hoax Caller - Seend 28th Malicious communications – Sells Green 28th Violence against a person – The Barge – Seend</p> <p>2. She also said that there had been an increase in shed break-ins for the theft of power tools, and advised that parishioners took care to keep their sheds locked, and if possible alarmed, to mark their tools for identification or to keep them indoors. She touched on the need for keeping windows and doors shut if you are in the garden to prevent opportunist burglars. And for valuables to be kept out of sight in cars. Also a reminder not leave dogs in cars in hot weather.</p> <p>3. She mentioned that inconsiderate parking by parents at schools can be a problem for neighbouring residents and for those children who walk to school. She would make contact with the school in order for a letter to be sent to parents.</p>	
<p>2019/225 Neighbourhood Plan</p>	<p>1. Mrs Vince reported that they had successfully applied for a further grant from The Groundworks Trust of £7,185. This will be used by Place Studios to help complete the plan. Additional support will be available from a subsidiary company, Acom, (financed by the government) who will do a professional assessment of the sites.</p> <p>2. The character statement is now in draft form, and it is hoped that this will be approved at the next meeting.</p>	

	<p>3. <u>Housing Needs Survey Summary</u> - the results of the housing needs survey recently carried out in the Parish suggested the following need:</p> <p><u>Subsidised rented housing</u> 2 x one bedroom homes 2 x three bedroom homes</p> <p><u>Shared ownership/discount market homes</u> 1 x two bedroom home (bungalow) 4 x three bedroom homes (1x bungalow)</p>	
2019/ 226 Highway Matters	<p>1. Highways Sub-committee Meeting – not yet happened. Chairman to arrange another date with committee members.</p> <p><u>2 Highway Correspondence</u></p> <p>2.1 The Clerk reported that Councillor Seed had had email correspondence with a resident of station Road/Bollands Hill who had expressed concern at the speed of cars, particularly since the old railway bridge had been taken down. Councillor Seed has previously said that any speed restriction requests would have to go to CATG. To be further discussed.</p> <p>2.2 <u>Parking</u>: A resident had suggested that the Parish Council ought to produce some guidelines on parking in the Parish. To be further discussed.</p> <p>2.3 Email from Chairman of Keevil Parish Council has offered support to Seend Parish Council to help lobby for a reduction in the number of HGV's using the A361. Speed and number of freight lorries was also an issue for their parishioners living on the A361 between Baldham and the Lamb on the Strand. To be further discussed.</p> <p>3. <u>Road Closures</u> – the Clerk reported that the A361 between Seend Head and Littleton would be closed between 9.30 and 3.30pm on 4th/5th July and/or 23rd/24th July. She is checking if it is both dates. This is for patching and resurfacing work, and the reason that the cats eyes have been removed.</p>	Chairman
2019/ 227 Best Kept Village Competition	Mr Williams reported that in the first round of judging, Seend had come third in the medium category village for the Kennet area, with Urchfont and Froxfield coming first and second. Our position means that we will not go forward to the second round of judging. There was some good comments from the judges.	
2019/228 Allotments	<p>1. The Clerk mentioned that there was one allotment plot vacant as one of the new renters had realised they were not able to give as much time to it as they had hoped.</p> <p>1.1 She said that having a rental renewal date of 1st April was not necessarily a good thing as it didn't give new renters much time to prepare the ground for planting, particularly if the plot had not been looked after over the winter by the previous tenant if they knew they were going to give it up.</p> <p>1.2 <u>Resolution</u>: She suggested that a renewal date of 1st October would be better. All the councillors agreed and it was put to the vote with Mr Lack proposing that this should be actioned. Seconded by Mrs Vince. All Councillors voted in favour. The Clerk to action</p>	
2019/ 229 Correspondence	Further correspondence from someone about the settlement boundary and the former Bell Inn car park. Clerk with Councillor advise to respond	
2019/230 Internal Auditor's Report	<p>1. The Internal Auditor's full report had been circulated to all Councillors in advance of the meeting. Overall this was an extremely good report, with very little to criticise with the way the PC is working. The Auditor particularly <i>complimented the Clerk for the logical and consistent manner in which the Council's governance and finance documents were presented for audit which made the review process straightforward.</i> The Chairman thanked the Clerk for her efforts.</p> <p>1.1 There were 3 recommendations:</p>	

	<p>R1: The Council should ensure that it maintains an appropriate level of retained General Reserve, and at least the minimum level of three months as recommended in the generally accepted CIPFA guidance in this area.</p> <p>R2: The Council should, again, review the structure of its Fixed Asset Register ensuring the addition of new columns to enable proper analysis to be undertaken. This should include, but not be limited to the following columns: date of acquisition, cost net of VAT, date of disposal, insurance value and comments.</p> <p>R3: The column for the asset values should be totalled using a formula and the Council should ensure that the asset value to be entered at Box 9, Section 2 of the AGAR reflects the value recorded in the detailed statement of Accounts at Note 6.</p> <p>The Councillors noted these recommendations, and the Clerk said that she would report back once she had carried out the recommended changes to the Asset Register.</p>																												
2019/231 Annual Return – Approval of Governance Statement	<p>Councillors had been circulated a copy of the completed Governance Statement as prepared by the Clerk. Councillors agreed that it was a true record of the Council's governance. The Internal Auditors had not raised any major issues of concern during their audit of our accounts and procedures.</p> <p><u>Resolution:</u> Approval of the Governance Statement was proposed by Mr Wiltshire and seconded by Mrs Vince. This was approved unanimously. The statement was then signed by the Chairman and the Clerk</p>																												
2019/232 Annual Return – Approval of Accounting Statement	<p>Councillors had been circulated a copy of the Accounting statement as completed and signed by the Clerk prior to the meeting.</p> <p><u>Resolution:</u> Approval was proposed by Mr Williams and Seconded by Mrs Akerman. Approved unanimously. The statement was then signed by the Chairman.</p>																												
2019/233 Financial Matters	<p>1. There were 9 cheques for signature:</p> <table border="0"> <tr> <td>Camelot Media</td> <td>£15.00</td> <td>New Councillor email set up</td> </tr> <tr> <td>DCK Accounting</td> <td>£13.14</td> <td>Cost of delivery of accounts file to auditors</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk salary and office allowance</td> </tr> <tr> <td>Mrs S Bond</td> <td>£64.77</td> <td>Clerk's stationery/travel/phone expenses</td> </tr> <tr> <td>Mr T Suggitt</td> <td>£ 35.00</td> <td>Refund of allotment plot rent</td> </tr> <tr> <td>Community Centre</td> <td>£ 150.00</td> <td>Room hire for PC meetings</td> </tr> <tr> <td>Mrs S Bond</td> <td>£ 12.00</td> <td>Tarpaulin for allotments</td> </tr> <tr> <td>Auditing Solutions</td> <td>£318.00</td> <td>Internal Auditing of accounts & governance</td> </tr> <tr> <td>Geosphere Ltd</td> <td>£120.00</td> <td>On-line mapping subscription</td> </tr> </table> <p>1.1 <u>Resolution:</u> Mr Padfield proposed acceptance of the cheques. Seconded by Mr Lack. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of May 2019 - £ 20,328.65</p>	Camelot Media	£15.00	New Councillor email set up	DCK Accounting	£13.14	Cost of delivery of accounts file to auditors	Mrs S Bond	£606.58	Clerk salary and office allowance	Mrs S Bond	£64.77	Clerk's stationery/travel/phone expenses	Mr T Suggitt	£ 35.00	Refund of allotment plot rent	Community Centre	£ 150.00	Room hire for PC meetings	Mrs S Bond	£ 12.00	Tarpaulin for allotments	Auditing Solutions	£318.00	Internal Auditing of accounts & governance	Geosphere Ltd	£120.00	On-line mapping subscription	
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2019/ 234 Items for note	<p>1. <u>Weed spraying of Stocks to Seend Path</u> – this has yet to be done by Mr Manning, but he will do it soon. He agreed to let the clerk know in advance so she could warn the path users.</p> <p>2. <u>The Bell Renovations</u> – Mr Manning asked if there were listed building conditions on the Bell Pub with the ongoing renovations. The Clerk confirmed there were and that it was up to Wiltshire CC planning to ensure that they were adhered to.</p> <p>3. <u>Pothole</u> – Mr Wiltshire reported that there was a pothole outside Grafton House which needed fixing. The Clerk to report on MyWiltshire</p> <p>4. <u>Kerbstone top of Spout Lane broken.</u> Clerk to have a look and if need be report through MyWiltshire.</p> <p>5. <u>Winter Weather Preparations</u> – It was agreed that we should order 1 tonne of salt in preparation for next winter. Mr Wiltshire and Mr Manning to</p>	<p>Mr Manning</p> <p>Clerk</p> <p>Clerk</p> <p>Mr Manning & Mr Wiltshire</p>																											

	<p>collect on 8th November from the Warminster Depot.</p> <p>6. <u>Spatial Planning Meeting</u> – Mrs Vince and Mrs A’Bear attended this meeting with Wilts CC spatial planning team, Melksham Without PC and Melksham Town Council. Both Melksham Town and Parish councils stressed that they would not allow more housing development without an improvement to the town’s infrastructure.</p>	
<p>2019/ 235 Date of next meeting</p>	<p>There being no other business, the Chairman closed the meeting at 9.32pm</p> <p>The date of the next meeting is 30th July 2019</p>	

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CHAIRMAN
Date: 30th July 2019