

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26th March 2019 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James (Chair), Mr P Manning, Mr B Nicholls, Mr J Padfield and Mrs C Vince

Also present: Councillor Jonathon Seed, Mrs Sue Bond (Clerk), Mr William Lack and Mr Peter Davey (Agent for the Old Station Yard)

Agenda Item		Action
2019/162 Apologies for Absence	Mr M Wiltshire and Mr J Williams	
2019/163 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) There were no declarations of interest in items on the agenda. (iii) There were no requests for dispensations.	
2019/164 Local Councillor Matters	<p>1.1 <u>Electoral Review</u> – Councillor Seed said that he had questioned the relevance of the new name given to the Seend, Potterne and Poulshot division and had suggested that it might be better called the Devizes Rural West Division, so that it was more appropriate to all the other parishes that were to be put in this new division, ie Bulkington, Worton, Erelstoke, Marston and Coulston. As there were also divisions for Devizes north, Devizes South and Devizes East, it would make sense for the Seend division to be renamed Devizes Rural West. Councillors agreed that this would make sense.</p> <p>1.2 <u>Resolution</u>: Mr Manning proposed, seconded by Mr Padfield that Seend Parish Council write to the LGBCE asking for the name to be changed. All Councillors voted in favour.</p> <p>1.3 The Clerk was asked to write to the LGBCE.</p> <p>2. <u>Metro Count result</u> – to be discussed under agenda item.</p> <p>3. <u>Berhills Lane</u> - Cars and vans were still parking close to the junction of Berhills Lane and the A365. This is being monitored as they are not always there.</p> <p>4. <u>Leader of Wiltshire Council</u>, Baroness Scott has announced she is stepping down.</p>	Clerk
2019/165 Minutes of the Previous Meeting	<p>1. The Minutes of the meeting held on 26th February had been circulated to all Councillors.</p> <p>1.1 <u>Resolution</u>: Acceptance of the Minutes as an accurate record was proposed by Mrs Vince and seconded by Mrs Heatley. Those Councillors who were present at the last meeting voted in favour of accepting the minutes.</p>	
2019/165 Matters Arising Not Already on the Agenda	<p>1.1 <u>Litter Picking Equipment</u> - The Clerk had got costings for the various equipment needed, ie litter pickers, hoops and reflective vests. But she reported that she had just received an email from Wiltshire Council with an offer to community groups to provide litter picking equipment for free as long as they provide details and photos of litter picking events that had been organised. Wiltshire Council had been awarded £86,956 share of £9.75m from the government to back their efforts in cleaning up our high streets and town centres.</p> <p>1.2 Councillors thought this was an excellent opportunity to acquire some litter picking equipment for free and to be kept by the Parish Council. They thought it would be easy enough to organise some informal litter picking around the parish with Councillors organising it with other neighbours and</p>	

	<p>friends.</p> <p>1.3 The Clerk was asked to contact Wiltshire Council for some litter picking equipment to be given to Seend.</p> <p>2.1 <u>Bench at top of the Pelch</u> – The Clerk had got prices for some replacement oak slats and a price for them to be fixed in place by a local contractor. The Chairman would have a look at the bench first to see if it was simply a case of replacing the bolts. If not it was agreed that new slats be bought and for the local contractor to fix them in place.</p> <p>2.2 There was also a discussion of how all the benches around the village could be cleaned and treated. The Clerk to see if there is a volunteer willing to do this on a regular basis.</p> <p>3. <u>Dog fouling signs warning of danger to livestock</u> – Mr Padfield said he had not yet managed to speak to the farmer who had got these signs on his land, but hoped to do so before the next meeting. Mrs Vince said she had replaced some of the old signs around the village with the new standard ones got from Wiltshire Council.</p> <p>4. <u>Footpath bridge on SEEN45</u> to be fixed in June/July when the ground will be firmer.</p>	<p>Clerk</p> <p>Chairman</p> <p>Clerk</p> <p>Mr Padfield</p>
2019/167 Items for Discussion from Members of the Parish	There were no items from members of the parish.	
2019/168 Co-Option of Councillor	This was postponed, but will hopefully take place at the April meeting.	
2019/169 Police Matters	<p>1. The following incidents had been reported:</p> <p>February:</p> <p>4th Unknown suspects have stolen a generator from a Barge in Seend</p> <p>8th Two vehicle RTC, elderly male passenger minor injuries. – Sells Green</p> <p>23rd Hedge fire at The Barge involving an electricity pole along the canal towpath between The Barge Inn and the Bottom Lock. Fire crews used canal water as they were unable to access the towpath with vehicles.</p> <p>March:</p> <p>8th Part of a broken vehicle fell off from a lorry at Seend Hill blocking the Road.</p> <p>11th Early evening – vehicle had fallen off the back of a scrap low loader lorry in Seend Hill.</p> <p>18th 0945ish – RTC between 2 white cars – one gone in the back of another in the High Street (outside The Lye junction).</p> <p>24th Early hours – 2 adult bikes stolen from outside house in the High Street, Seend.</p> <p>2. There was a discussion about the number of accidents that occur in the village and where they occurred most. Councillor Seed said that it was important to get all accidents logged by both the Police and Wiltshire Council whether there were injuries or not. The Clerk was already collating a list of all accidents that occurred in the village, but that she would now also report them to Wiltshire Council through the Community Engagement Manager and the Police through the PCSO.</p>	<p>Clerk</p>
2019/170 Neighbourhood Plan	<p>1. The next NPSG meeting will be on 29th March. The display boards will be on show at the meeting, and are also on the NP website. They are still working on projects with the Consultants. Mrs Vince is in the process of completing the locality grant application and to give details of where all the monies were spent from the last grant.</p> <p>2. Rural Housing Needs survey will be posted out shortly by Wiltshire Council.</p> <p>3. Their next meeting with the Consultants will be 18th April. They are</p>	

	getting closer to having statements ready to be approved by the Parish Council.	
2019/171 Highway Matters	<p><u>1.1 Metro Count</u> – The results had been received. The metro count was carried out between 4th and 10th February and had been placed between the Lye Field and the Manor House. The travel volume during the period was 47,519 vehicles, but that speeds were recorded for 28,962 vehicles in free-flowing traffic in both directions. The results showed that the 85th percentile was 34.6mph (the speed at or below which 85% of the traffic is travelling) The average speed was 30.6mph.</p> <p>1.2 Councillor Seed said that the results mean that no further action will be taken by Wiltshire Highways. We do not qualify for a Community Speed Watch scheme or to have a SID (speed indicator device) installed. Councillors appreciated that the results would be disappointing for the residents of the High Street. The results show that it is more of a perception of speeding rather than actual speeding.</p> <p>1.3 The Clerk was asked to put a report in the next issue of Spotlight.</p> <p><u>Church Crossing</u> – no news as to when the high friction coloured surface treatment would be carried out.</p> <p><u>Highway projects for 2019-20</u> – There was a discussion on the need for an action plan for what highway improvements the Parish Council could undertake in the next financial year. £3,500 had been allocated in the Precept, and a decision should be made as to how the monies should be spent now that we were unable to purchase a SID. It was agreed that the Highways sub-committee would need to meet to prepare an action plan and report back at the May meeting.</p>	Clerk Highways Sub-Committee
2019/172 Planning Matters	<p><u>1. Planning Ref: 19/01663/VAR</u> Site Location: Thatched Cottage, Baldham, Seend SN12 6PW Proposal: Variation of condition 3 of planning permission E/2011/1685/FUL to allow occupation of the annexed accommodation as a separate dwelling unit.</p> <p>1.1 Mrs Heatley led the discussion by stating that condition 3 (that the accommodation must remain ancillary to the principal dwelling) on the original planning application (E/2011/1685/FUL) for the conversion/building of the derelict building to provide ancillary residential accommodation should remain in place. This new application wished to remove the condition allowing it to become a separate dwelling.</p> <p>1.2 The reasons for the condition had not changed. The property was still in open countryside where new development is restricted in accordance with national and local planning policy and guidance. This should be upheld. Also, if the application to remove the condition was removed, it may set a dangerous precedent for other similar developments to do the same. Councillors concurred with this view.</p> <p>1.3 <u>Resolution:</u> Mrs Heatley proposed that the application to remove condition 3 should be refused. This was seconded by the Chairman. All Councillors voted unanimously to refuse the planning application.</p> <p><u>2. Planning Ref: 19/02269/FUL</u> Site Location: The Old Station Yard, Station Road, Seend SN12 6NG Proposal: Retrospection planning permission for the continued B2 and B8 use of the western land and for the siting of existing containers and structures.</p> <p>2.1 Mr Peter Davey, agent for the owner, explained the reasons for the planning application and the need for it to be approved in order for the next stage of their proposed re-development plans to be able to go before Wiltshire Council. All Councillors were supportive of the application.</p> <p>2.2 <u>Resolution:</u> Mr Manning proposed that this planning application be</p>	

	<p>approved. This was seconded by Mr Padfield. All Councillors voted in favour.</p> <p>3. <u>Planning Ref: 19/02411/FUL</u> Site Location: 54 Sells Green, Seend SN12 6PF Proposal: Proposed single storey extension</p> <p>3.1 <u>Resolution</u>: The Chairman proposed that this planning application be approved. This was seconded by Mr Nicholls. All Councillors voted in favour.</p> <p>4. <u>Planning Ref: 19/02967/TCA</u> Site Location: Nornour, High Street, Seend SN12 6NR Proposal: T1 Maple tree- reduce by 2.5m and reshape. T2 Conifer Tree – fell</p> <p>4.1 <u>Resolution</u>: Mrs Vince proposed that this planning application be approved. This was seconded by Mrs A’Bear. All Councillors voted in favour</p> <p>5. <u>Planning Ref: 19/02003/TCA</u> Site Location: Seend House, High Street, Seend SN12 6NR Proposal T1 Mulberry Crown reduce by 40% and T2 Beech tree fell.</p> <p>5.1 The Chairman reported that this application was approved by the planning sub-committee in early March as the deadline for comments, 21st March, could not be extended.</p> <p>6. Councillors discussed whether Seend still had a tree warden to help advise the parish council when discussing tree planning applications. The Clerk was asked to contact Wiltshire Council to see if we had one.</p>	Clerk
2019/173 Standing Orders	<p>All Councillors had been circulated with a copy of the revised Standing Orders. The Clerk explained that these had been updated and had new sections on the management of information and responsibilities under the new data protection legislation.</p> <p><u>Resolution</u>: Mrs A’Bear proposed, seconded by Mrs Vince that these revised Standing Orders be adopted. All Councillors voted in favour.</p>	
2019/174 Financial Regulations	<p>All Councillors had been circulated with a copy of the Financial Regulations. No changes had been made from the previous year.</p> <p><u>Resolution</u>: Mr Nicholls proposed and Mrs Akerman seconded, that the Financial Regulations be re-adopted. All Councillors voted in favour.</p>	
2019/175 Code of Conduct	<p>All Councillors had been circulated with a copy of the Code of Conduct. No changes had been made.</p> <p><u>Resolution</u>: The Chairman proposed and Mr Padfield seconded the re-adoption of the Code of Conduct. All Councillors voted in favour.</p>	
2019/176 Internal Auditing Action Plan	<p>The Councillors had been circulated with a copy of the action report showing how the Parish Council had completed the tasks required of it following the recommendations made in the Internal Auditor’s report.</p> <p><u>Resolution</u>: Acceptance of the Completed Action Plan was proposed by Mr Padfield and Seconded by Mr Manning. All Councillors approved.</p>	
2019/177 Corporate Governance Questionnaire	<p>1.1 The Corporate Governance Questionnaire had been completed by the Chairman and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council’s actions during the financial year.</p> <p>1.2 <u>Resolution</u>: Mrs A’Bear proposed and Mrs Akerman seconded the approval of the completed Corporate Governance Questionnaire. All Councillors voted in favour.</p> <p>1.3 The Clerk to put the minute numbers in, and then it can be signed by the Chairman and sent off to the Internal Auditors.</p>	Clerk
2019/178 Correspondence	<p>1.1 <u>History Revealed Event</u> – the Wiltshire & Swindon History Centre have organised a History Revealed event focussing on Seend. It is taking place on 8th May at Melksham Library. It will be an all-day event starting at 10am</p>	

	<p>and finishing with a walk around Seend in the afternoon. Price: £10/£8 concession.</p> <p>1.2 The Clerk has put a note in the April issue of Spotlight and put the poster on the village noticeboards.</p> <p>2.1 <u>Junior parkrun, Melksham</u> – the Clerk had received an email from the leader of the Shaw & Whitley Beavers who is in the early stages of setting up a Junior parkrun to take place on Sunday mornings in Melksham. He is looking for help with set up funds to purchase a specialist computer and other equipment. The total funds needed are £3,000. Both Melksham Without PC and Melksham Town Council have agreed to provide some financial support on the condition that he also gets financial support from the 5 other parishes in the Melksham Area Board which includes Seend. He is looking for a contribution of £250 from each parish.</p> <p>2.2 Mrs Akerman spoke in support of the Junior parkrun saying that there were many people from Seend who already took part in the main parkrun on Saturdays. However, she felt that the amount being requested was rather a lot, and that perhaps Seend Parish Council could offer a small contribution of £50. Councillors agreed that £250 was too much.</p> <p>2.3 <u>Resolution</u>: Mrs Akerman proposed that the Parish Council make a donation of £50 to help with the set up costs for the Junior parkrun. Mrs Vince seconded the proposal. All Councillors unanimously agreed.</p>																						
<p>2019/179 Financial Matters</p>	<p>1. There were 7 cheques for signature:</p> <p><u>Cheques for Signatures</u></p> <table border="0"> <tr> <td>Camelot Media</td> <td>£ 52.00</td> <td>NPSG Website updates</td> </tr> <tr> <td>Community Centre</td> <td>£117.00</td> <td>Room hire</td> </tr> <tr> <td>Mrs S Bond</td> <td>£535.65</td> <td>Clerk's March salary</td> </tr> <tr> <td>Mrs S Bond</td> <td>£180.33</td> <td>Clerks Expenses</td> </tr> <tr> <td>Place Studios Ltd</td> <td>£1,591.20</td> <td>NP consultancy work</td> </tr> <tr> <td>Mr S Vaux</td> <td>£ 242.00</td> <td>Seend CLT Postage costs for Rural Housing Needs Survey</td> </tr> <tr> <td>Mrs S Bond</td> <td>£ 26.99</td> <td>Seend PC website renewal</td> </tr> </table> <p><u>Resolution</u>: Mrs Vince proposed acceptance of the cheques. Seconded by Mr Nicholls. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of February 2019 - £12,748.78</p> <p>3. <u>Financial Reserves</u> - The Clerk went through the bank reconciliation highlighting where there were slight overspends and underspends. The NPSG still had £3272.94 in its budget which needed to be earmarked for the next financial year. The monies needed for the high friction surface also needed to be earmarked. The clerk said that once the March payments had gone through and the earmarked reserves, there would be approximate £6,300 left in the bank and a VAT refund of just over £2000.</p> <p>4. <u>Clerk's contract</u> – Following an explanation from the Clerk, Councillors agreed that some slight amendments should be made to the Clerk's contract in relation to the home working allowance which they agreed would be paid on a monthly basis from the next financial year onwards.</p>	Camelot Media	£ 52.00	NPSG Website updates	Community Centre	£117.00	Room hire	Mrs S Bond	£535.65	Clerk's March salary	Mrs S Bond	£180.33	Clerks Expenses	Place Studios Ltd	£1,591.20	NP consultancy work	Mr S Vaux	£ 242.00	Seend CLT Postage costs for Rural Housing Needs Survey	Mrs S Bond	£ 26.99	Seend PC website renewal	
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<p>2019/180 Items for note</p>	<p>1. <u>Road inspections</u> - Mr Manning said that he had met by chance Mr Renfrew from Highways who was inspecting the road. Wiltshire Highways have a road inspection schedule, with A roads such as the A361 inspected on a weekly basis and roads such as the C20 inspected on a monthly basis.</p> <p>2. <u>Potholes</u> – Two potholes in Inmarsh lane and one pothole at the bottom end of the Pelch to be put on the Parish Steward's list.</p> <p>3. <u>Tree down</u> at top of Spout Lane, near Egypt Farm. Some of it has been cleared off the footway, but the rest needs to be cleared. Not sure on whose land it is, but to check with Mr Wiltshire.</p> <p>4. <u>Next Area Board meeting</u> is 24th April. John Williams to be reminded to attend.</p>	<p>Clerk</p> <p>Clerk</p>																					

	5. <u>Seend Link</u> has a new committee	
	6. Next Meeting - Room to be set up by: Mr Padfield	
2019/181 Date of next meeting	There being no other business, the Chairman closed the meeting at 9.07pm The date of the next meeting is 30 th April 2019	

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CHAIRMAN
Date: 30th April 2019