

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 28th February 2017 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs T Carr, Mrs A Heatley, Mr T James, Mr Murch (Chairman) Mr M Wiltshire and Mr M Wood.

Also present: Mrs S Bond, Cllr J Seed, Mr J Goman and Mrs Carola Thorpe

Agenda Item		Action
2017/185 Apologies for Absence	Mrs Akerman, Mr Manning and Mr Rigg	
2017/186 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) Mrs Carr and Mrs Heatley declared an interest in the Planning Application 17/01297/TCA (iii) There were no requests for dispensation.	
2017/187 Police Matters	Mrs Heatley reported that she had not been given any details of local crimes by the Community Policing team. But it was reported by other councillors that there had been damage caused to the Irene Usher Hall, following a booking for a party at the weekend. There were also reports of 2 road traffic accidents near the Lamb on the Strand and the Bell crossroads.	
2017/187 Police and Local Councillor's Matters	Councillor Seed reported that Wiltshire County Council had passed its budget. They were now moving towards the elections in two months time.	
2017/188 Items for discussion from members of the Parish	Please see under Highways.	
2017/189 Chairman's comments	The Chairman said that with the forthcoming parish council elections, it would be better to postpone putting any more councillor profiles in Spotlight until after the elections in May. This would ensure that no one councillor would have an unfair advantage in promoting themselves. All councillors agreed.	
2017/190 Minutes of the previous meeting held on 31 st January	The minutes of the previous meeting on 31 st January 2017 had been circulated to all councillors and were taken as read. Acceptance of the minutes was proposed by Mr James and seconded by Mrs A'Bear. All approved.	
2017/191 Matters arising	<u>Metro Count</u> - the Clerk reported that she had raised a Community Issue request for a Metro Count close to New Buildings in Seend Cleeve. This was reported as being "In Progress". Councillors felt that it would be useful to know what speed cars were travelling at when going past the houses. <u>The Bell Pub</u> – the Clerk reported that she had had a response to her letter from Mr Lloyd Stephens, Operations Director of Wadworth. Mr Stephens stated that Wadworth is currently considering selling the Pub and the main car park area as two separate lots and had instructed Agents to prepare sales particulars for the pub at an asking price of £395,000. Councillors expressed concern that by selling the main car park as a separate plot, it would drastically reduce the viability of the pub as there would be little parking space for customers. The clerk was asked to write again to Mr Stephens to raise the council's concern about this course of action, asking him to clarify how much parking space would be left for customers. And to ask for a copy of any sales details for the pub and car park. The clerk was also asked to find out what had happened to the louvres over the windows. As a listed building, these should have not have been removed. The clerk to report the matter to the Listed Buildings Regulatory body. <u>Pot Holes</u> – Mr Wood reported that some of the pot holes had been filled in Rusty Lane. He had emailed his thanks to Councillor Seed and asked if there was a chance that a Rights of Way team could return to complete the task. Councillor Seed that it was on their list and that he would shortly be speaking with Paul Millard, Rights of Way, to raise the issue again. Councillor Seed suggested that to speed things up, the parish council ask for a full load of planings to be delivered and for volunteers to help fill in the other pot holes. <u>Asset Register</u> - The first draft had been circulated to councillors. It was	Clerk Clerk

	suggested that the register should clearly show what assets were actually owned by the parish council and what had been donated to the village, so that responsibility for their upkeep was known. It was also suggested that replacement costs be shown for all Assets. The Chairman asked that the Allotment land be valued. Two names were suggested to ask for valuations.	Clerk
	Mrs A'Bear suggested that as well as the Asset Register, the council should have a Green Asset Register, listing all the trees that had been planted by the council. The clerk to ask the tree surgeon, who planted the trees on the council's behalf, to identify the locations of the trees. This would be important to establish whether responsibility for them had been transferred to the landowners.	Clerk
	The clerk reported that the noticeboard at Rew farm was in a poor condition. It was suggested that the clerk seek the help of a local handyman or tradesperson in order to help maintain the noticeboards and benches.	Clerk
	Councillors had been circulated with a draft Asset Risk register. All were happy with it.	
	<u>Salt Spreader</u> – Having established that the machine only had a 1 year warranty instead of 2 years, Mr Wiltshire reported that he had taken the machine to a Bristol based machine repair company for assessment. They concluded that the machine was beyond repair, but that a new motor could be bought. Machine Mart would not honour any repairs or replacement as it was out of warranty.	
	Councillors expressed concern that the machine should not have broken after one season's use, and was therefore, not fit for purpose. The Clerk was asked to write to Trading Standards to report it as such.	Clerk
	<u>Church Crossing</u> – it was reported that this issue was in the top priority list and we were awaiting a formal quote. The Clerk was asked to write to Mark Stansby to ask if Highways had got any firm costings yet.	Clerk
	<u>Petition</u> from The Lye residents - this had been handed to the Neighbourhood Plan Steering Group and a letter had been sent to the resident who submitted the petition, emphasising how important it was that the signatories let their views known at any of the future consultations being planned by the NPSG'	
	<u>Canal & River Trust</u> – the Clerk reported that she had got a contact name to write to the head office. Councillors suggested a delay in writing as there were currently very few cars at the Barge bridge.	
	<u>Berhills Lane</u> - the Clerk had emailed Highways asking them to inspect the site again, but had not had a response. Photographs were circulated showing that a parking area had been created where the highways sign had been moved from. Councillor Seed said he would take it up with the Enforcement Officers of both Highways and Planning.	
2017/192 Neighbourhood Plan Update & Housing Needs Survey	<u>Spout Lane</u> – Frustration was expressed by councillors that Wiltshire CC's Highways inspection of the road had implied that there was not much of a problem. In addition to the problem of the springs not being properly channelled, there were drainage issues at the top of Spout Lane by Horse Pond. It was requested that the drainage problems be put on a high priority list. Councillor Seed was asked to intervene.	Councillor Seed
	Mr Wood said he would raise it again on the MyWiltshire app. The Clerk was asked to contact Mark Stansby, Wiltshire CC Highways, and for Mr Manning to put in to the Parish Steward list.	Mr Wood, Mr Manning and the Clerk
	<u>Footpaths Officer</u> – following the resignation of Mr Vaux, there was a need to elect a new footpath officer. Mr Wood agreed to take on the role with the support of other councillors.	Mr Wood
	<u>Parish Council Elections</u> – the Clerk was asked to forward to all Councillors the procedure for councillors to be nominated.	Clerk
2017/192 Neighbourhood Plan Update & Housing Needs Survey	Mrs A'Bear reported that the group were still working on a "Vision and Objectives" statement. This would be an important statement to get right before it is published to the wider community.	
	Mrs A'Bear reported that 4 members of the steering group attended the	

	Community Land Trust meeting. They took part in 4 workshops which were very useful.	
2017/193 Aster Homes	The Chairman reported that Mr Hawthorne of WYG had asked for another meeting with the Parish Council, to further discuss the amendments they have made to their housing proposals. Councillors agreed that the meeting should take place and that the Lye Field Committee and NPSG also be invited to another private meeting. It was stressed that this was not a meeting for negotiations, but again to listen to what was being proposed. A possible date of 15 th March was set. The Clerk to book the meeting room and to notify all those involved.	Clerk
2017/194 Defibrillator	Mr Wood reported that the CPR training sessions were going well. These were being publicised through Spotlight, Facebook and word of mouth. It was noted that any parishioners interested in attending one of these sessions and learning how to do CPR, should contact Mr Wood.	Mr Wood
2017/ 195 Area Board and CATG	The next Area Board meeting is on 7 th March at Canberra Children and Young Peoples Hub, Melksham. Mrs Carr to attend.	
2017/196 Highway Issues	<p><u>SRSI Report</u> – the Chairman reported that Dr Knott had finalised the 2nd draft of the report. He had kindly agreed to supply the parish council with 10 coloured copies. The Chairman offered to go through the report, to select issues that the parish council could take forward.</p> <p><u>Traffic Calming Initiative</u> Mr John Goman presented a very interesting case example of how some parishes in South Gloucestershire were putting up additional 30mph and 20mph speed restriction signs around their parishes where there was a need for traffic calming, where highway measures were not enough. These signs had been approved by Gloucestershire County Council in a new initiative to help small parishes to reduce traffic speeds. They were not enforceable by law but advisory.</p> <p>Mr Goman asked Councillor Seed and the Parish Council whether the same voluntary traffic calming measures could be introduced in the parish. Councillor Seed said he would ask Wiltshire CC Highways department for their view on these signs.</p> <p>Mr Goman, said that feedback from parish clerks in Gloucestershire, confirmed that these signs were having a positive effect.</p> <p>Mr Goman also said that instead of the usual Metro Count's used by Wiltshire County Council, in Gloucestershire, they use a different system called a M500 Radar Counter, and perhaps this too could be considered for use by the County Council, as they are simpler to use and require less manpower to set up.</p> <p>Mr Goman was thanked for presenting a very interesting and thought provoking highways item that warranted further investigation as to its suitability for Seend.</p> <p><u>Lack of response from Wiltshire County Council to highway concerns.</u> The Chairman asked Councillor Seed how the Parish Council can get its highway problems taken more seriously by Wiltshire County Council. Councillor Seed said he would raise the problems with Spout Lane and Berhills Lane with the Highways department and impress upon them the need for action.</p> <p>Clerk to provide Councillor Seed with any correspondence.</p>	<p>Mr Seed</p> <p>Mr Seed</p> <p>Clerk</p>
2017/197 Transparency Code	<p>The Clerk reported that the she had been making sure that the Parish Council website had all the necessary council information to ensure its adherence to the new audit and transparency regimes that come into full force in April.</p> <p>The clerk was asked to review and update the Standing Orders and to make sure it is dated when it is re-adopted.</p>	<p>Clerk</p> <p>Clerk</p>
2017/198 Rights of Way	<p><u>Seen6 and Seen27 footpaths</u> – Mr Wood said that he had looked at these two footpaths and reported that the gate/stile were in a mess and that the stile needed replacing. The Clerk was asked to write to the landowner requesting that he erect a new stile.</p> <p>The Clerk reported that she had received an email from the landowner of the fields on the left hand side of Love's Lane leading down to Inmarsh. Following issues with dogs roaming freely in the fields, and dog fouling, the landowner has put up signs urging dog walkers to stick to the rights of way only. The farmer who rents the land has expressed concern that the grass which is grown for silage is being contaminated with dog faeces and presents a danger to the</p>	Clerk

	livestock who are then fed the contaminated grass.																						
2017/199 Parish Steward Tasks	Mr Manning to prepare a list of tasks to be sent to Parish Steward	Mr Manning																					
2017/200 Code of Conduct	All councillors had been circulated with the Code of Conduct and agreed to abide by it. The Clerk was asked to check if there was a more up to date version in which case it should be re-adopted at the next meeting.	Clerk																					
2017/201 Planning Matters	<p>Application Ref: 16/12469/WCM Site: Land at Snarlton Farm, Snarlton Lane, Melksham SN12 7QP</p> <p>Proposal: Erection of on-farm Anaerobic Digestion plant for agricultural/food waste with weighbridge, combined heat and power unit, gas network entry facility, concrete apron, landscaping, land-re-profiling and associated infrastructure and new access created off A3102.</p> <p>Councillors discussed this planning application at length. It was proposed by Mr James and Seconded by Mr Wood, that the planning application be opposed on the highway grounds. This response was approved.</p> <p>Application Ref: 17/01297/TCA Application for Work to Trees in a Cons Area Site: Nornour, High Street, Seend, Melksham SN12 6NR Proposal:- T1 - Maple - Reduce crown by 35%. T2 - Silver Birch - 20% reduction T3 - Conifer - Reduce by 30%, T4 - Holly - Reduce by 1 metre, T5 - Laburnum - Reduce by 20%</p> <p>Mrs Carr and Mrs Heatley declared an interest and abstained from voting. Acceptance of the planning application was proposed by Mrs A'Bear and seconded by Mr Wood. Passed unanimously.</p> <p>Hill View Farm - it was reported that certain parish councillors and Councillor Seed had been approached by planning consultants to get their feedback on a proposed planning application for a house to be built in Sells Green. It was agreed that the planning application be considered only when it has been submitted or if a pre-planning application is raised. The Clerk to write to the planning consultants to confirm that the parish council is aware of the plans.</p> <p>Windsmere Stone – It was reported that a new barn was being built on this site, but that no planning application had been seen by the parish council. The Clerk was asked to check with Wiltshire County Council's Planning Department to see in any planning permission had been sought.</p>	<p>Clerk</p> <p>Clerk</p>																					
2017/202 Correspondence	Housing Consultation Document from Wiltshire County Council – Mrs A'Bear suggested that this be looked at and a discussion to take place at the next parish council meeting. It was suggested that Mrs Akerman looks at the report and advises on a council response.	Mrs Akerman																					
2017/203 Financial matters	<p>Financial Regulations – the Clerk reported that it was a requirement of last year's internal audit report that the council's financial regulations be updated. The Clerk had circulated the 2016 version with a view to them being adopted at the meeting. However, there were a few points that needed further clarification. The Clerk was asked to check these so that they could be confidently adopted at the next meeting.</p> <p><u>Cheques for Signatures</u></p> <table> <tr> <td>Owen Burton</td> <td>£38.00</td> <td>Laptop repair</td> </tr> <tr> <td>Lye Field Recreation Ground</td> <td>£96.00</td> <td>Hire of hall for NPG meetings</td> </tr> <tr> <td>Mrs S Bond</td> <td>£290.06</td> <td>Clerk's February salary</td> </tr> <tr> <td>HMRC</td> <td>£72.60</td> <td>PAYE</td> </tr> <tr> <td>Mr S Vaux</td> <td>£10.25</td> <td>2017-19 NPG Domain name</td> </tr> <tr> <td>Mr J Goman</td> <td>£24.00</td> <td>12 Copies of the Good Councillor Guide</td> </tr> <tr> <td>Mr S Vaux</td> <td>£128.19</td> <td>NPG Website renewal 2017-19</td> </tr> </table> <p>The Clerk explained that there had been a double payment for the Domain name renewal 2015-17 in the January schedule of payments. This receipt had been paid twice, once in May 2015, but had also been inadvertently submitted again in January 2017. In this month's payments, the cheque for Mr S Vaux for £10.25 for the Domain name renewal 2017-19 is the difference between the old and the new receipt.</p> <p>Acceptance of the cheques was proposed by Mrs Heatley and seconded by Mr</p>	Owen Burton	£38.00	Laptop repair	Lye Field Recreation Ground	£96.00	Hire of hall for NPG meetings	Mrs S Bond	£290.06	Clerk's February salary	HMRC	£72.60	PAYE	Mr S Vaux	£10.25	2017-19 NPG Domain name	Mr J Goman	£24.00	12 Copies of the Good Councillor Guide	Mr S Vaux	£128.19	NPG Website renewal 2017-19	Clerk
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	<p>Wood. All approved.</p> <p>Bank reconciliation to end of January 2017 is: £16,156.41</p> <p>The Clerk was asked to confirm at the next meeting which councillors were signatories.</p>	Clerk
<p>2017/204 Items for note</p>	<p>Mr James offered his apologies for not being able to attend next month's meeting.</p> <p>Mr Wiltshire wanted it noted at the meeting re Aster Homes, that he had had first hand experience of access problems in the Lye, and that any potential development would exacerbate the problems.</p> <p>Mrs A'Bear mentioned that the council should perhaps investigate the publishing of a village leaflet that promoted the church, views and good walks. This was an idea that came out of the Village Appraisal. The Clerk to ascertain the views of the parish through Spotlight</p> <p>Annual Parish Meeting – It was agreed that the date be set for Tuesday 16th May. The Clerk was asked to book the Irene Usher Hall and to notify the village clubs and Spotlight. The Clerk would need to prepare an annual report. It would be at this meeting that the Chairman is elected.</p> <p>Kevin Rigg and Anita Heatley to set up meeting room in March.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Rigg & Mrs Heatley</p>
<p>2017/205 Date of next meeting</p>	<p>Tuesday 28th March 2017</p> <p>There being no other business, the Chairman closed the meeting at 10.30pm</p>	

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CHAIRMAN
Date: 28th March 2017