

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 29<sup>th</sup> May 2018 at Seend Community Centre.

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

Also present: Councillor Seed, Mr D Nichols, Ms K Cookson and Mrs Sue Bond (Clerk)

Agenda Item		Action
Following the Annual Parish Meeting on 8 <sup>th</sup> May and the re-election of Chairman and Vice-Chairman, we effectively start a new council year, and therefore the minute numbering begins at the number 1 again.		
2018/1 Apologies for Absence	Mr J Williams	
2018/2 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) Declarations of changes to the Register of Interests. The Clerk reported that Mr Manning and Mr Padfield had now completed their Register of Interests.  (ii) Mrs A'Bear declared an interest in Planning Application 18/03893/FUL and Mr Wiltshire declared an interest in the Application for a Premise Licence at 54 Appleyard.  (iii) There were no requests for dispensations.	
2018/3 Local Councillor Matters	Councillor Seed reported that he met with the Licence Protection Officer to discuss the Application for a Premise Licence at Appleyard 54 Sells Green, and he had also visited the site. This is further reported under Planning Matters.  He reported that he had attended the CLT inaugural meeting and was elected Vice Chairman on the Steering Group. Members of the steering group have voting rights.  Church Crossing – He had spoken with Mr Stansby, Senior Highways Engineer, and a starting date of 2 <sup>nd</sup> July has been set for the work which will take approximately 5 days.  Councillor Seed reported that he had recently visited Spiderweb Paddock and viewed the area with Mr Sherman. He has agreed to meet concerned local residents at a separate meeting.	
2018/4 Items for Discussion from Members of the Parish	There was one item that was taken under the Highways Agenda item.	
2018/5 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 24 <sup>th</sup> April 2018 had been circulated to all Councillors.  1.1 <u>Resolved</u> : Acceptance of the Minutes as an accurate record was proposed by Mrs Heatley and seconded by Mrs Vince. Mr Manning and Mr Padfield did not vote as they did not attend the last meeting. All other Councillors voted to approve the minutes.	
2018/6 Matters Arising Not Already on the Agenda	1. <u>Minute no: 2018/224.1.2 High Street Patching</u> – The Chairman and the Clerk met with a representative from Atkins the contractors who will be carrying out the carriageway repairs. The Chairman highlighted particular problem areas. It was noted that they only had a budget of £100,000 and would do as much as they could within that budget. The work to take place between 11 <sup>th</sup> and 22 <sup>nd</sup> June.  2. <u>Minute no: 2018/224.4.1 Barge Bridge Pipes</u> – Mr Padfield was thanked for filling these with top soil ready for planting. A discussion was had on how to plant them up and a suggestion was made that a piece be put in Spotlight asking for donations of plants and for volunteers to help maintain them once planted. Mrs Vince offered to co-ordinate the planting.  3. <u>Minute no: 2018/230 WW1 Trees</u> – Mrs Vince reported that at the Lye Rec Field Annual meeting, they agreed to have 5 trees planted at the top end of the field.	Clerk & Mrs Vince

	<p><b>Resolution:</b> Mrs Vince proposed that we accept this offer, as it has been very difficult to find a location that would have all 25 trees. This was seconded by Mrs Heatley. All Councillors voted in favour of accepting this offer.</p>	
2018/7 Police Matters	<p>Mrs Heatley reported that she had received the following list of incidents in our Parish for the last two months, although some are not very clear.</p> <ul style="list-style-type: none"> <li>• 3 April – Multiple hoax calls from Sells Green.</li> <li>• 11 April – Attempt to purchase goods with fake notes, but not sure where.</li> <li>• 17 May – 0815 – a car was seen being driven down Caen Hill and was found abandoned at about 0845 in Seend area. The car was recovered by police – no further details.</li> <li>• 21 May – someone had sprayed a resident's 3 fruit trees that are at the side of a property in Seend Cleeve</li> </ul>	
2018/8 Highway Matters	<p>1. <u>High Street highway concerns</u> Mr Darren Nichols, a resident of the High Street, spoke about his concern at the high number of cars and HGV lorries who seem to be going faster than the 30mph speed limit. He asked if there was anything the Parish Council could do to reduce the speed.</p> <p>1.1 The Chairman said that it would not be possible to get the speed limit reduced and that any speed restrictions measures such as flashing speed signs would have to be paid for by the Parish Council.</p> <p>1.2 Mr Nichols expressed an interest in the setting up of a community speed watch and asked how he went about it. The Clerk to forward him the contact details.</p> <p>1.3 There was a discussion on the 30mph/40mph stickers that are often placed on refuse bins. The Clerk was asked to find out their costs. Based on this, a decision would be made on whether to purchase some at the next meeting.</p> <p>2. <u>Highways Sub-Committee</u> – Mr Barry Nicholls agreed to join the sub-committee, following the resignation of Mrs McManus. A 2<sup>nd</sup> meeting to be arranged.</p> <p>3. <u>CATG</u> – The Chairman agreed to take over as Councillor Rep. The next meeting is on 21<sup>st</sup> June at 4pm at the Canberra Youth Centre.</p> <p>4. <u>Church Crossing and Bell Hill Crossroads update</u> – Work on Church Crossing to begin on 2<sup>nd</sup> July, but no news about the road safety improvements for Bell Hill Crossroads</p>	<p>Clerk</p> <p>Clerk</p>
2018/9 Neighbourhood Plan	<p>1.1 Mrs A'Bear reported that they were waiting for the funds (approx £7,000) to be paid into the bank from the 2<sup>nd</sup> Groundworks Trust grant. A meeting had taken place with Place Studio Ltd who had looked around the village at the local green spaces that had been put forward. At the NP workshop these were shortlisted to include: the BRAG picnic site, the Horsepond, the top of Love's Lane, the green spaces in The Lye, the WI and PC allotments. They will be asking the community to support these areas being allocated as local green space.</p> <p>1.2 Mrs A'Bear reported on the revised Settlement Boundary for Seend. Some of the PC's requested amendments to it had been made, but the Bell Pub car park was still inside the settlement and they had included the frontage of Seend House which was not included in our response.</p> <p>1.3 <b>Resolution:</b> Mrs A'Bear proposed that we send in a response reiterating these should remain outside the settlement boundary. This was seconded by Mrs Akerman. With one councillor abstention, all other Councillors voted in favour of this course of action. Mrs A'Bear to help the Clerk draft a response.</p> <p>1.4 The wristbands have been ordered and these will be given out to children at any events to raise awareness.</p>	<p>Mrs A'Bear &amp; Clerk</p>
2018/10 CLT Update	<p>The inaugural meeting of the Seend CLT took place on Bank Holiday Monday. George Clarke was elected Chairman and Jonathon Seed as Vice Chairman</p>	

	and Steve Vaux as Secretary. Other committee members included John Williams as Parish Council Rep, Carole Vince and Georgina A'Bear as NP Reps, Richard Van De Broek and two other volunteers, Kath Steggall and Nick Dark. About 30 people attended the meeting, and there are 104 members. The plan is to hold a CLT meeting on the 2 <sup>nd</sup> Tuesday of each month.	
2017/11 Area Board	The next Area Board meeting is on Wednesday 6 <sup>th</sup> June at the Seend Community Centre, starting at 7pm.	
2018/12 Planning Matters	<p>1. <u>Application Ref: Premises Licence Application</u>  Site Location: Appleyard, 54 Sells Green, Seend SN12  Proposal: Application for sale of alcohol on and off premises between hours of 10am-9pm Monday to Sunday.</p> <p>1.1 This application was discussed at great length by the Councillors. One Councillor questioned whether there should also be a planning application for a change of use for the property, or if registered as a business should the applicant start to pay business rates?</p> <p>Councillor Seed reported on his meeting with the Licence Protection Officer and his site visit. The applicant Ms Katie Cookson, attended the meeting to answer questions.</p> <p>There are 4 headings under which the public can make representations against the planning application: prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm. Under these headings Councillors raised a number of concerns:</p> <ul style="list-style-type: none"> <li>• The premises are set extremely close to other residential properties. This application is likely to impact on the peace and tranquility of the surrounding neighbourhood.</li> <li>• There is limited parking. Spout Lane is already experiencing parking issues. This could be a major concern for access for other residents and the emergency services should they be needed.</li> <li>• Concern as to how the applicant would ensure that there is no underage drinking and that intoxicated people would not cause trouble on or off the premises.</li> <li>• Concern about how numbers will be restricted and how the opening and closing hours will be strictly enforced?</li> </ul> <p>1.2 Whilst Ms Cookson stated that the type of music playing could simply be a person playing a guitar on an occasional basis, this could still cause a noise disturbance.</p> <p>1.3 One Councillor asked what the primary objective was, and Ms Cookson confirmed that it was to sell cider, not to hold events. However, the application does indicate that they may wish to hold music events in the future, in which case a new licence will have to applied for.</p> <p>1.4 Councillors needed to make a decision on whether to approve or oppose the application in its current format, not on Ms Cookson's verbal statement about the application.</p> <p>1.5 <u>Resolution:</u> Mrs Heatley proposed that the application for a Premise Licence be opposed, and that the Parish Council makes representations to Wiltshire Council against the application. This was seconded by Mrs A'Bear. At a vote, there were 3 abstentions and 6 Councillors voted to oppose the application.</p> <p><u>2. Application Ref: 18/03622/FUL</u>  Site Location: Equestrian Heights, Berhills Lane, Seend SN12 6RR  Proposal: Retention of existing log cabin to provide holiday accommodation primarily in connection with equestrian business.</p> <p>Councillors discussed this planning application at length.</p> <p>2.1 <u>Resolution:</u> Mr Padfield proposed that the application be refused and the original condition placed on the log cabin, that it be demolished once the main dwelling had been built, should be upheld. The reason being, that the site is an area where residential development for purposes other than essential needs of a rural worker is not normally permitted and this permission was only granted on the basis of an essential need for residential accommodation in this location having been demonstrated and the temporary</p>	

	<p>dwelling is no longer required under this exceptions policy. It was also the view that the log cabin should only be temporary in the interests of protecting the character and appearance of the area and neighbouring amenities. Mrs A'Bear seconded this resolution. All Councillors voted in favour of the resolution to oppose the planning application.</p> <p><u>3. Application Ref: 18/03893/FUL</u>  Site Location: Inmarsh House, Inmarsh Lane, Seend SN12 6RX  Proposal: Change of use of building to annex and/or tourist accommodation</p> <p>3.1 Mrs A'Bear declared an interest, so did not take part in discussions or vote.</p> <p>3.2 <u>Resolution:</u> Mrs Vince proposed and Mr Padfield seconded approval of The planning application for a change of use with a condition that it remains ancillary to Inmarsh House. All Councillors voted in favour.</p> <p><u>4. Application Ref: 18/04474/TCA</u>  Site Location: Three Ways, Spout Lane, Seend SN12 6PE  Proposal:- T1 – Willow Tree - Fell</p> <p>4.1. <u>Resolution:</u> Mrs Heatley proposed that this application be approved. This was seconded by Mr Padfield. All Councillors voted in favour.</p> <p><u>5. Application Ref: 18/04038/FUL</u>  Site Location: Tawny Cottage, 45 Seend Cleeve, SN12 6PU  Proposal: Erection of single storey rear extension.</p> <p>5.1 <u>Resolution:</u> The Chairman proposed that this application be approved. This was seconded by Mr Nicholls. All Councillors voted in favour</p> <p><u>6. Application Ref: 18/03912/FUL and 18/04236/LBC</u>  Site Location: The Lodge Church Lane Corner High Street Seend SN12 6NR  Proposal: Proposed Single Storey Extension.</p> <p>6.1 <u>Resolution:</u> Mrs Heatley proposed that this planning application be opposed as the large extension would have a very significant impact on the visual amenity, character and appearance of the listed house. The extension would detract from the listed, front facade and focal point of the building which has 4 Bath stone pillars, and it would seriously impinge into the garden due to its size and thereby detract from the overall character of the listed building. This was seconded by Mrs A'Bear. All Councillors voted in favour of opposing the planning application.</p> <p><u>7. Application Ref: 18/04172/FUL</u>  Site Location: 2 Bradley View, Bath Road, Seend SN12 6RH  Proposal: Proposed conversion of garage into ancillary accommodation with new cladding and log burner and new decking.</p> <p>7.1 <u>Resolution:</u> Mr Padfield proposed that this application be approved with the condition that it remain ancillary to the main house. This was seconded by Mrs Vince. All Councillors voted in favour.</p> <p><u>8. Application Ref: 18/04326/FUL</u>  Site Location: Coryton, 13 Seend Cleeve, Seend SN12 6PS  Proposal: Proposed Replacement Double Garage</p> <p>8.1 <u>Resolution:</u> The Chairman proposed that this application be approved. This was seconded by Mrs Heatley. All Councillors voted in favour</p>	
2018/13 Rights of Way	Mrs Vince kindly agreed to become the Council's Footpaths Officer. The Clerk to get a Rights of Way map for Seend to give to Mrs Vince.	Clerk
2018/14 Correspondence	<p>1. The Chairman said he had met John Tilley who had offered to spray the weeds on the kerbside throughout the village, if the PC were to provide weedkiller. He has the correct licence to carry out the task.</p> <p>2. <u>Live-Time Bus Information service</u>  The Clerk reported that she had received an email from Melksham Without Parish Council asking for neighbouring parishes to support their request that Wiltshire Council investigate the possibility of upgrading stops on the First</p>	

	<p>Bus D3 service and the Fairsaver X72 service to Bath, with live-time information. Councillors thought this was a good idea.</p> <p>2.1 <u>Resolution</u>: Mr Padfield proposed that we send them a letter of support. This was seconded by Mrs Vince. All Councillors voted in favour. The Clerk to send a letter of support.</p> <p>3. <u>Winter Weather Preparations</u> - The Clerk had received an email from the Winter Weather Response Team at Wilts CC. It asks for all parishes to put in their requests for the replacement of salt stocks, etc. They have asked parishes to carry out an audit of the use of the grit bins in the parish. Mr Wiltshire agreed to help the Clerk carry out this task.</p> <p>3.1 There was a discussion on the inadequacy of the current salt spreader owned by the Parish Council, as it failed to work during the last spell of snow. Mr Padfield felt sure a second-hand Vicon spreader could be bought cheaply and that it would do a better job if adapted. It was agreed that if one could be found at a good price of no more than £200 it should be purchased.</p>	<p>Clerk</p> <p>Mr Wiltshire &amp; Clerk</p>																					
2018/15 Financial Matters	<p>1. There were 7 cheques for signature:</p> <table border="0"> <tr> <td>Mr J Goman</td> <td>£ 13.96</td> <td>Copies of Good Councillor Guides</td> </tr> <tr> <td>Camelot Media</td> <td>£ 18.00</td> <td>Amendments to Website</td> </tr> <tr> <td>Seend Lye Red Field</td> <td>£ 16.00</td> <td>Room Hire for Annual P Meeting</td> </tr> <tr> <td>Mrs S Bond</td> <td>£535.65</td> <td>Clerk May Salary</td> </tr> <tr> <td>Community First</td> <td>£ 40.00</td> <td>Membership</td> </tr> <tr> <td>Mr M Wood</td> <td>£39.18</td> <td>Brushes, sandpaper, masks etc for renovating phone box</td> </tr> <tr> <td>Mrs C Vince</td> <td>£83.00</td> <td>Wristbands (promotional material) for NPSG</td> </tr> </table> <p><u>Resolution</u>: Acceptance of the cheques was proposed by Mrs Heatley and seconded by Mr Nicholls. All Councillors approved.</p> <p>2. Bank reconciliation to end of April 2018 - £23,104.63</p> <p>3. <u>Adoption of the Accounts</u> - All Councillors had been circulated with a copy of the accounts.</p> <p><u>Resolution</u>: Adoption of the accounts was proposed by Mr Nicholls and seconded by Mrs Vince. All Councillors voted in favour of adopting the accounts.</p>	Mr J Goman	£ 13.96	Copies of Good Councillor Guides	Camelot Media	£ 18.00	Amendments to Website	Seend Lye Red Field	£ 16.00	Room Hire for Annual P Meeting	Mrs S Bond	£535.65	Clerk May Salary	Community First	£ 40.00	Membership	Mr M Wood	£39.18	Brushes, sandpaper, masks etc for renovating phone box	Mrs C Vince	£83.00	Wristbands (promotional material) for NPSG	
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2018/16 External Auditors Certificate of Exemption	<p>1. The Clerk reported that because the Parish Council's income and expenditure was under a £25,000 threshold, it could apply to the External Auditors for an exemption from the limited assurance review. Councillors agreed that this would be a good idea. The Clerk said that the AGAR (Annual Governance and Accountability Return) form still needed to be completed along with a number of other bank reconciliation forms, but the Parish Council could be exempted from any further review for the 2017-18 financial year. The Parish Council must also publish the accounts, and Internal Audit report on the website and publicise a 30 day inspection period for anyone wanting to look at the accounts.</p> <p>1.2 <u>Resolution</u>: Mrs Akerman proposed that we certify ourselves as exempt from the limited assurance review. This was seconded by Mr Padfield. All Councillors voted unanimously in favour of taking this step. The Chairman and Clerk then signed the Exemption Certificate.</p>	<p>Clerk</p>																					
2018/17 Annual Governance and Accounting Statements (AGAR)	<p>Because the Internal Auditors had not completed their auditing of our accounts, the Clerk was unable to complete the Governance and Accounting statements of the AGAR form for the Parish Council to approve. This will now be done at the next meeting.</p>																						
2018/18 Items for note	<p>1. <u>Councillor Vacancy</u> – If no-one requests an election by 1<sup>st</sup> June, the vacancy will be advertised on the Parish Council website.</p> <p>2. <u>Parish Steward</u> - Mrs Heatley said there were a number of potholes at the entrance of Dial Close that needed to go on the Parish Steward task sheet, and for some verge cutting close to road junctions. The Clerk to action this.</p> <p>3. <u>GDPR update</u> – the Clerk reported that following an amendment in the GDPR Bill that was approved by parliament, Town and Parish Councils were</p>	<p>Clerk</p>																					

	exempt from having to appoint a Data Protection Officer. All other obligations remain. 4. <u>Room Set Up</u> – Chairman and Mrs Heatley	Chairman & Mrs Heatley
2018/19 Date of next meeting	Tuesday 26 <sup>th</sup> June May 2018  There being no other business, the Chairman closed the meeting at 9.54	

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**CHAIRMAN**  
**Date: 26<sup>th</sup> June 2018**