

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 25th January 2022. This meeting was held in the Community Centre.

Present: Mrs Georgina A'Bear, Mrs Pam Akerman, Mrs Jackie Hamblin, Mrs Anita Heatley (Acting Chairman), Mr William Lack, Mr Phil Springate, Mr John Williams and Mr Martin Wiltshire

Also Present: Sue Bond (Clerk), Ian Bowen (planning agent for Rose Cottage Farm) and 4 Parishioners

Agenda Item		Action
2022/1 Apologies	Councillor Tamara Reay and Mr Terry James Mrs Heatley (Acting Chairman) updated the Councillors about Mr James (Chairman) who had just come of hospital following an operation.	
2022/2 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) There were no changes of declarations to the Register of Interests. (ii) There were no declarations of interest in items on the agenda (iii) There were no requests for dispensations.	
2022/3 Local Councillor's Matters	As Councillor Reay had sent her apologies, and the Clerk had not received an update on Wiltshire Council matters from her in time for the meeting, there was nothing to report. <i>NB: Report received after the meeting and was circulated to Councillors.</i>	
2022/4 Minutes of the Previous Meetings	1. The Minutes of the meetings held on 30 th November 2021 had been circulated to all Councillors. 1.1 Mr Wiltshire pointed out that in agenda item 2021/191 6.2 under Highways Matters, he had abstained from the vote on the Resolution relating to the Stocks to Seend Path. The Clerk annotated the minutes to make this clear. 1.2 <u>Resolution</u> : Acceptance of the Minutes of the meeting held on 30 th November as an accurate record were proposed by Mrs A'Bear and seconded by Mr Wiltshire. All Councillors voted in favour.	
2022/5 Matters Arising Not Already on the Agenda	1. <u>Gigaclear</u> – The Clerk said that they were continuing with their cable installation works, but she was only being given notice of where they were working in the Parish once the work had started. She also said that she had had no response from them regarding the damaged grit bin in Spout Lane. The Clerk said she would contact Wiltshire Highways maintenance team to see if a new one can be installed. Mrs Heatley said that she had contacted Gigaclear to ask when they would complete the installation works in Dial Close. She had not yet had a response. 2. <u>The Lye Green</u> – The Clerk reported that Aster had written to all their tenants stating that no cars should be parked on the green but to use the designated parking bays. A note will also appear in the February issue of Spotlight. The Clerk said that there was still a post missing and a car was parked on the green by a property. An email response from Aster said: <i>I have raised this job again as I visited a couple of weeks ago and noted the same, I have taken photos of some fresh areas that show missing posts and others where it would still be possible for motorists to drive through larger gaps. I am waiting to find out if the posts were replaced in December and if so and they have been removed again I will need to report this to Wiltshire Police for criminal damage.</i> 3. <u>Re-Dedication of the War Memorial</u> – Mrs Heatley gave a report on the Re-dedication service for the 100 th anniversary of the War Memorial. This took place on 2 nd December at Seend Church with a short service in the church and by the War Memorial. The Duchess of Cornwall attended in her role as Patron of the War Memorials Trust. There were approx 100 guests. HRH was greeted on arrival by the Lord-Lieutenant Mrs Sarah Troughton who introduced the High Sheriff, Sir	Clerk

	<p>Charles Cobhouse Bt, Cllr Stuart Wheeler, Wilts Council Chairman, Cllr Anita Heatley, Vice Chair Seend PC, Asst Chief Constable Debs Smith and Maj (Retd) Robin Heatley, Chair Seend RBL who hosted the event. He introduced her to Revd Jane Knowles who conducted the service. 16 dignitaries and parishioners were presented to the Duchess: General (Retd) Sir Jack Deverell KCB OBE (President Wiltshire RBL), Col (Retd) Nigel Knocker OBE (President Seend RBL), Mr Mike Swabey (Chairman Wiltshire RBL), Mr Paul Bunce (Wiltshire RBL), Mr Dave Beaumont (Seend RBL) Mrs Christine O'Reilly (Seend RBL), Mr Wayne Cherry (Seend RBL) and Mr Kevin Toft (Seend RBL and County Standard Bearer).</p> <p>Parishioners: Mrs Jackie Hamblin, Mr Geoff Newman and Mr Ray Lewis who had family named on the war memorial, Mrs Pauline Robertson (Nosh & Natter and WI), Mrs Sue Holloway (poppy collector), Mrs Rose Dick (Seend Playgroup), Mr Len Murray (Seend Churchwarden and Fawley Players) and Mrs Sue Bond (Parish Clerk). HRH then signed the Church Visitor's Book.</p> <p>For the service outside, the Seend Singers led the National Anthem. The Duchess laid a bouquet of flowers, the Lord-Lieutenant and Major Robin Heatley laid wreaths. The last post and 2 minute silence was observed. Afterwards, the Duchess spent some time admiring the new inscribed stone laid to mark the occasion, and talking to the Bugler, the Seend Singers, Seend School and Playgroup children who were watching. Two children presented her with a posy before she left for Devizes.</p> <p>Len Murray has placed a copy of HRH signature from the Visitor's Book and a variety of photos on the wall of the vestry in the church.</p> <p>It was a splendid day, with lovely dry weather. There were a number of photographers in attendance, and photographic reports were seen in newspapers all over the UK.</p>	
2022/6 Police Matters	<p>Mrs Heatley said that there had been no report from our PCSO, but that she had got the details of two road accidents in the parish from the village Facebook.</p> <p>13 Dec – about 3pm - accident at Bell Hill crossroads on A361. 21 Jan 22 – about 4pm - accident on bend near Broad Lane on A365.</p>	
2022/7 Highways and Rights of Way	<p><u>1.1 Highway Meeting</u> – Mrs Heatley reported on 2 highway meetings that had taken place in January. On 7th January a site meeting at the Bell was held which included Mrs Carol Dickenson (Bell owner), Councillor Tamara Reay, Mr Mark Perrott (Highways Engineer) and 3 Councillors. It was hoped to thrash out some ideas on how to protect the property from further damage from the impact of RTA's. But the Highways Engineer had suggested a different tact as Wiltshire Council would not pay for any kind of protective barrier to protect a private property. He suggested that the Parish Council goes back to CATG to ask for further improvements that would help further improve road and pedestrian safety at this junction.</p> <p>1.2 Following this meeting, Councillor Reay arranged a Teams meeting on 20th January which included Councillor Reay, the two Senior Traffic Engineers for Melksham Area and Devizes Area, Highways Engineer for Devizes, Parish Councillors Mrs Heatley and Mrs A'Bear and the Clerk.</p> <p>1.3 Mr Stansby (Melksham) spoke about what road safety improvements had already been implemented at the crossroads. Google photographs were shown of the road before and after the improvements.</p> <p>1.4 Mr Rogers (Devizes) gave the recorded number of accidents at the cross roads. The Parish Council expressed frustration that the only accidents the Police report to Wiltshire Council are those that involve personal injury and therefore under-reports the actual number of accidents that occur at the crossroads. The Clerk records all accidents in the Parish.</p> <p>1.5 A number of improvements suggested by the Parish Council were deemed not feasible.</p> <ul style="list-style-type: none"> • Stop sign and continuous white line – the junctions don't meet the Department for Transport criteria. • Speed bumps at the top of Bolland's Hill would be too noisy and 	

	<p>intrusive for neighbouring residents.</p> <ul style="list-style-type: none"> • Removing the current 30mph road sign at the top of Bell Hill would be too costly. • The area is too small for a roundabout. <p>1.6 Suggested improvements that were worth looking into included:</p> <ul style="list-style-type: none"> • Improving visibility of signage on both Bell Hill and Bollands Hill. • The Give Way sign at the top of Bollands Hill is currently twisted and needs correcting with regular cutting back of hedge growth. • Possible installation of bollards by the footpath crossing point, which would help with improve visibility. • Look at the street lighting – currently there is only one street light at the cross roads, but improving street lighting would be costly. • Installation of planters at the Bell to protect the property. Would require a 96 licence. To be further discussed with the Highways Engineer, the PC and the owner. <p>1.7 Asked where the Parish Council should go from here with this issue, Mr Rogers said there were two levels of possible intervention: small scale measures that would cost in the region of £3-5,000 and more substantive measures which could cost many thousands. For the Parish Council to decide what it wanted to do.</p> <p>1.8 The Clerk suggested that rather than ask for specific improvements, the Parish Council submits a Highway Improvement Request with the suggested wording <i>..to ask for the support of CATG to look at what else can be done at these cross roads to improve driver awareness of the need to give way at these junctions. Following a useful meeting with Highways, it was suggested that some small scale measures may be possible to improve signage and visibility making drivers more aware of the cross roads and the need to give way.</i></p> <p>1.9 <u>Resolution</u>: Mr Lack proposed that we submit a Highway Improvement Request to CATG along the lines of the above wording. Mrs Hamblin seconded the motion. All Councillors voted in favour of taking this course of action.</p> <p>2. <u>CATG</u> – the next meeting is on 1st February. The Clerk to attend and hopefully the Chairman.</p> <p>3. <u>Metro Counts</u> – The Clerk reported that the metro count in the High Street was due to be repeated in February as the previous count had been done at the wrong location. She had received the results of this count and the one carried out at The Stocks in November. But suggested that these be discussed at the next PC meeting when it was hoped the High Street metro count was done.</p> <p>4. <u>Rights of Way – Rusty Lane</u> The Clerk was asked to get an update from the Rights of Way Warden.</p>	
2022/8 Neighbourhood Plan	<p>1. <u>Neighbourhood Plan website</u> - Mrs A'Bear reported that Camelot Media had migrated all the NP documents from its own dedicated website on to the Parish Council one and that she would be cancelling the domain renewal for the seendparishplan.org</p> <p>2. <u>WALPA meeting</u> – Mrs A'Bear said that she would be attending, along with other members of WALPA, the Neighbourhood Planning meeting with Wiltshire Council's Strategic Planning Committee on 27th January.</p>	
2022/9 Planning	<p><u>Planning Matters</u></p> <p>1. <u>Planning Applications Updates</u> The following two planning applications: PL/2021/03234 The Old Bakehouse, Seend and PL/2021/11213 and PL/2021/11396 (LBC) The Bell were discussed and responses agreed by the planning sub-committee as the deadline for comments was before the next PC meeting. Both were approved by the sub-committee.</p> <p><u>New Planning Applications</u></p> <p>2. <u>Application Ref: PL/2021/11862</u> Site Location: Rose Cottage Farm, Sells Green, Seend, SN12 6RL</p>	

	<p>Proposal: Proposed demolition of existing farm building and construction of a dwelling and associated works.</p> <p>The planning agent representing the applicant spoke briefly about the plans. He apologised for the error in the Design and Access statement which suggested that Seend Parish Neighbourhood's Plan was "Not Made" and said that this would be corrected.</p> <p>There was a general consensus from the Councillors that the plans did meet the planning criteria in the NP policies.</p> <p><u>Resolution:</u> Mrs A'Bear proposed that this application be approved. This was seconded by Mr Lack. All Councillors voted in favour.</p> <p>3. Application Ref: <u>PL/2022/00192</u> Site Location: The Hatch, High Street, Seend SN12 6NW Proposal: Change of use from storage area to home office and packing area.</p> <p>3.1 The parish councillors had been sent a number of letters of objection to this application from some parishioners prior to the meeting, and there were 4 parishioners at the meeting who were against the application being approved.</p> <p>3.2 Mrs Heatley read out a summary of the main reasons why she felt this application should be refused.</p> <ul style="list-style-type: none"> • Delivery drivers cannot park on the property through lack of space and so they park on the highway causing disruption for road users and residents. There is already photographic evidence of large lorries parking up to deliver goods. • The business activities present a major road safety concern at a particularly hazardous section of the High Street which is a narrow pinch point, on a bend, on an A road. This area is an historical accident black spot which does not need to be further exacerbated by more hazards and obstructions. • The application suggests that this is a growing business and therefore this will increase the deliveries. • The stable shares a wall with the neighbouring property (1&2 Weavers Cottages). Concern about noise and disruption for the neighbour. • Disposal of commercial waste alongside domestic. • There is no provision for staff parking, and this was already causing problems for the other residents of Weavers Cottages and School Road where staff now parking. <p>3.3 The Parish Councillors concurred with the points raised in Mrs Heatley's report. Another Councillor said that because of the lack of parking at The Hatch, staff were parking in School Road and this was a problem for the school and other residents. It was also a problem for the Weavers Cottages residents.</p> <p>3.4 The general consensus of the Councillors was that this application should be opposed</p> <p>3.5 One parishioner made the point that the 300 year old grade II listed property is classified for use with its domestic cartilage as C3 (a). This included the garage and grade II listed stable which is the subject of a "change of use". As the property is already being used for a commercial business, permission for Class B2.B8 use should have been applied for at the start of the business. He asked that the Parish Council should include this point in its response.</p> <p>3.6 <u>Resolution:</u> Mrs Heatley proposed that this application should be opposed for the reasons laid out in her report. This was seconded by Mr Lack. All Councillors voted in favour of the motion to oppose the application.</p> <p>3.7 The response to be based on Mrs Heatley's comments and pertinent ones from other parishioners.</p>	
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2022/10 Correspondence	<p>1. <u>Parishioner Letter re the Melksham Bypass</u> – a resident has suggested that if and when the Melksham Bypass route is approved, the Parish Council should ask for a 7.5 Tonne limit for traffic from the Semington roundabout to the Seend Fork traffic lights. He cited a letter from Wiltshire Council in the early 90's in which they state that they would put in such a weight restriction on completion of the Semington bypass, but this did not happen.</p> <p>The Councillors agreed that this could be considered once the proposals for the bypass route were formerly approved, but whilst the route was still in the planning stage, the PC should stick with its current stance.</p> <p>2. <u>Seend Parochial Church Council</u> – The Clerk read out a letter of thanks from the Church Warden Len Murray for the flags that were purchased by the Parish Council using the Sandridge Solar Community Benefit money.</p> <p>3. <u>Seend Royal British Legion</u> – Letter of thanks for paying the cost of the inscribed stone at the foot of the War Memorial to mark its 100th anniversary.</p> <p>4. <u>The Lye Field</u> – Letter from the secretary Mr Steve Vaux had asked for a letter of support from the Parish Council for their bid for grant funding from The Suez Communities Trust to help pay for renovation work for the Pavilion. This clerk said that as a response was needed before the PC meeting, a letter of support was drafted and signed by the Chairman. This did not commit the PC to making any financial contribution at this stage.</p> <p>5. <u>CPRE Best Kept Village Competition 2022</u> – Details of this year's competition was sent to the Clerk. Mr Williams was happy to coordinate Seend's entry into this event.</p>	Mr Williams
2022/11 Parish Steward	<p>1. The Clerk said that as far as she was aware we still did not have an assigned Parish Steward. Other Parish Steward's are supposed to be taking up the slack in our area, but don't think we had a visit in January. The Highways Engineer for Devizes has asked to be copied in when the Clerk sends in the monthly task sheet so he can keep an eye on what needs doing.</p> <p>2. To go on the list –</p> <ul style="list-style-type: none"> • Straightening the Give Way sign at the top of Bollands Hill. • Cleaning the island bollards by the crossroads. • Litter clearing from the verge opposite the Three Magpies – to be reported on the MyWilts app. <p>3. Mr Lack said the cats eyes on Bollands Hill had been removed. He will report this on MyWilts.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Lack</p>
2022/12 Sandridge Solar Community Benefit Payment	<p>1. The Clerk said that £166 had already been spent on the purchase of 2 flags for Seend Church. There was still £1,000 left. A notice has gone into Spotlight asking for ideas on what to spend the money on.</p> <p>2. A resident of Seend Cleeve had asked if it were possible for the Parish Council to arrange for some CPR training for the village. Councillors thought that this was a good idea and asked the Clerk to get more details of costs, etc, but to wait to see what other suggestions come forward. To be further discussed at the next PC meeting.</p>	Clerk
2022/13 Clerk Vacancy	<p>1. The Councillors had reviewed the received applications and agreed a short list of candidates to be interviewed by a panel of 3 Councillors. A date was agreed of either 7th or 8th February for the interviews, and for the Clerk to contact the applicants to make the arrangements for interviewing.</p>	Clerk

	<p>2. <u>Clerk Mobile phone</u> – The clerk said that she was currently paying the monthly tariff and reclaiming the monies in her quarterly expenses. She asked if the Councillors would approve the setting up a direct debit so that the Parish Council pays the monthly tariff instead. The Councillors agreed. To be further discussed at the next meeting.</p> <p>3.1 <u>Clerk Laptop</u> – The Clerk said that her PC owned laptop was quite old, with a spent battery and was running the outdated windows 7 which is no longer supported by Microsoft. She suggested it might be a good time to purchase a replacement from a local chap who can source good quality second hand business laptops. He supplied the current laptop 5 years ago.</p> <p>3.2 <u>Resolution</u>: Mr Lack proposed that the Parish Council purchase a more up to date laptop. This was seconded by Mr Williams. All Councillors voted in favour.</p>	<p>Clerk</p> <p>Clerk</p>
2022/14 Councillor Vacancies	There is currently one member of the parish interested. Another note has gone into the February issue of Spotlight, The Co-option to take place at the next meeting.	
2022/15 Devizes Area Board	<p>1. Mrs Akerman attended the on-line Teams meeting. She gave a brief summary of the issues raised:</p> <p>2. There were updates from a number of Devizes organisations who had ongoing projects to improve sustainability in the community. This included active travel plans and improving safe cycling routes, the reduction of disposable single use waste such as plastic cups. The Area Board is hoping to engage more rural parish councils to get on board with the initiative. Some parishes such as Bishops Cannings, Market Lavington and Urchfont were already involved.</p> <p>3. There was an explanation of the various grants available. She said that there was an interesting mix of grant applications that had been approved.</p> <p>4. There was also an engaging presentation by the children of St Josphphs school, Devizes urging parents to stop parking on the yellow lines at school drop-off and pick up time. The children want parents to stop parking on yellow lines near the school because it makes it more difficult for children walking into school which leads to parents trying to park as close as possible to school. The issue is now being taken up by the Police and Town Council. Mrs Akerman said that this was an interesting tactic to use.</p> <p>5. The next Devizes Area Board meeting is on 7th March. It is hoped the next one will be a public meeting.</p>	
2022/16 Financial Matters	<p><u>Financial Matters:</u></p> <p>1. <u>Cheques for Signatures</u> Newton Newton Flag & Banner Makers £199.32 2 Flags for Seend Church Water2Business £ 29.76 Allotment water bill Camelot Media Ltd £250.00 Transfer of NP docs to PC NamesCo £ 21.59 Renewal of domain name JDH Gardening £120.00 Allotment hedge cutting Mrs S Bond £636.87 Clerk January Salary Mrs S Bond £ 46.47 Clerk expenses Oct-Dec 21</p> <p>1.1 The Clerk said that the invoice Newton Newton Flags & Banner Makers Ltd for the 2 flags had already been paid as this had been agreed at the November PC meeting.</p> <p>1.2 <u>Resolution</u>: Mr Springate proposed acceptance of the cheques. Seconded by Mr Lack. Mr Wiltshire abstained, but all other Councillors voted in favour.</p> <p>2. <u>Bank Reconciliation</u> to end of December 2021 - £ 34,587.35</p> <p>3.1 <u>General Reserve</u> – The Councillors had been circulated with a budget spreadsheet that showed the current balance and the likely balance at the end of the financial year once predicted expenditure was deducted.</p> <p>3.2 As there was likely to be a fairly high level of general reserve left, Mrs A'Bear suggested that the Parish Council should give some financial</p>	

	<p>support to the Lye Recreation Field Trustees who lack the funds to purchase a new mower. Councillors agreed that this would be good idea. It was understood that they would be submitting a grant application to the Area Board, so the PC would wait until the cost of the chosen mower was known and how much grant they could get before handing over a cheque.</p> <p>3.3 Resolution: Mrs A'Bear proposed that the Parish Council makes a financial contribution of up to £5,000 to help the Lye Field Trustees purchase a replacement mower. This was seconded by Mr Lack. All Councillors voted in favour.</p> <p>4. <u>Earmarked Reserve</u> – It was suggested that at the end of the financial year, as well as the earmarked reserves for the Neighbourhood Plan and the high friction surface for the crossing between Inmarsh and Spout Lane, the PC should earmark £5,000 for a highways project and £3,000 for the resurfacing of the Rusty Lane path. This would help reduce the level of general reserve, which the Internal Auditor had felt was too high in the last financial year. This was agreed and will be formerly approved at the March PC meeting.</p> <p>5. <u>Bank Statement checks</u> – Mrs A'Bear confirmed that she had checked the bank statements against the P&L accounts and all is correct.</p>	
2022/17 Items for Note	<p>1. <u>Councillor Emails</u> – Mrs Heatley reminded Councillors that they should regularly check their Councillor emails so they can keep on top of PC issues between the Council meetings.</p> <p>2. <u>Horse Warning Sign</u> – Mr Lack said that having seen a lot of horse riders trying to cross the A365 at Redstocks, a horse warning sign like the 'pedestrians in road' warning signs should be installed. The Clerk to investigate.</p> <p>3. <u>Annual inspection of the Assets</u> – the Clerk asked Mr Williams to do the annual check of the street furniture which includes the benches, noticeboards, bus shelters</p>	<p>All Councillors</p> <p>Clerk</p> <p>Mr Williams</p>
2022/18 Date of next meeting	The Acting Chairman thanked everyone for coming and closed the meeting 10.05pm. The date of the next meeting is 22 nd February 2022	



Terry James (Chairman)
Date: 22nd February 2022