

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 28th April. This was undertaken using ZOOM with all Parish Councillors attending remotely from their respective homes.

Present: Mrs A'Bear, Mrs P Akerman, Mrs A Heatley (Acting Chairman), Mr Terry James (from Canada) Mr W Lack, Mr B Nicholls, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also Present: Sue Bond (Clerk) Councillor Jonathon Seed, Lady Carola Thorpe.

Listening in: Mr G Clarke and Mr S Vaux and 4 other parishioners.

Agenda Item		Action
2020/49 Apologies	Due to technical difficulties, Mr Paul Manning and Mr John Padfield were unable to take part in the meeting.	
2020/50 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	<p>(i) There were no declarations of changes to the Register of Interests,</p> <p>(ii) Mr James declared an interest in planning application 20/02213/FUL. Mr Wiltshire declared an interest in planning application 20/02940/FUL</p> <p>(iii) There were no requests for dispensations.</p>	
2020/51 Opening Address	<p>1. Mrs Heatley (Acting Chair) opened the meeting by welcoming Terry James all the way from Toronto, and gave condolences on behalf of the Parish Council and the village following the recent loss of his wife Janet.</p> <p>2. She said that we are all in exceptional times at the moment and that this was the first time the Parish Council has had to conduct a meeting remotely so thanked all the Councillors for setting themselves up with Zoom. She thanked the Clerk for organising it.</p> <p>3. She welcomed those people who were listening in to the meeting. She stressed that as we were following Wiltshire Council guidelines, they would not be able to take part in the meeting but to listen only.</p> <p>4. She asked for some forbearance to be made by those listening in whilst the councillors got to grips with discussing and voting on the agenda items remotely. She said that the meeting would be recorded to help the Clerk with writing the minutes.</p>	
2020/52 Chairman and Vice Chairman	<p>1. 1Mrs Heatley said that as our Chairman, Terry James, is unlikely to be returning home for a while, there needs to be a proposal to confirm her as Acting Chairman, and if everyone is happy for her to continue as Acting Chairman there would need to for a Councillor to step in as Acting Vice Chairman.</p> <p>1.2 <u>Resolution:</u> All Councillors agreed that Mrs Heatley should remain Acting Chairman until Mr James returns.</p> <p>2.1 Acting Vice Chairman – Mrs Heatley asked if there was any Councillor willing to take on the position of Acting Vice Chairman. Mrs A'Bear agreed to take on the role.</p> <p>2.2 <u>Resolution:</u> All Councillors were in favour of Mrs A'Bear taking on the role.</p> <p>3. Mrs Heatley thanked the Councillors for their support and reiterated that this was a temporary measure until Mr James returned.</p>	
2020/53 Local Councillor Matters	<p>1. Councillor Seed thanked the Parish Council for setting up the virtual meeting stressing that it was a brave thing to do. He said that as far as he was aware we were the first local Parish Council to conduct a virtual meeting, and that he hoped other Parish Councils would follow suit.</p> <p>2. He gave a brief report on the Blossom Hill traveller site in Seend. He said the Enforcement Officer had visited the site and had met with the new owner. The Enforcement Officer was satisfied that the work that had recently been undertaken had met with the conditions of the planning</p>	

	approval.	
2020/ 54 Minutes of the Previous Meeting	<p>1.1 Whilst no Parish Council meeting took place in March, all Councillors had been circulated with an agenda with items that required their comment and/or approval and updates on actions taken since the previous meeting. They had been circulated with a form to complete with their comments and vote. The Clerk made notes from their completed forms. These notes had been circulated to all Councillors.</p> <p>1.2 <u>Resolution</u>: Acceptance of the Minutes as an accurate record was proposed by Mr Lack and seconded by Mrs Vince. All Councillors agreed the minutes were an accurate record.</p>	
2020/55 Matters Arising Not Already on the Agenda	There were no matters arising.	
2020/56 Planning Applications	<p><u>1. Application Ref: 20/02213/FUL</u> Site Location: Park Farm Proposal: Erection of one four bed self build house and 10 affordable houses.</p> <p>1.1. Mr James had declared an interest so did not take part in any discussion or vote.</p> <p>1.2 Mrs Heatley began by asking all Councillors to confirm that they have read all the comments on the website and those that the Clerk had sent to them, She also asked for confirmation that they were all familiar with the site plans and proposed development. All Councillors confirmed that they had and were.</p> <p>1.3 <u>Carola Thorpe</u> had asked to speak about the application. She stated that her objections were mainly outside of the planning considerations of construction and location. But there were some aspects to planning that does consider impact of an application on the community. She said she would prefer there to be less strife and bad feeling over this and if there were some real evidence that the development had the support of the parish, those who feel aggrieved might be more accepting.</p> <p>1.4 She said that the CLT has a statement in its mission statement that any plans do require the support of the community and we haven't evidence for that yet. Whilst she supports the need to provide affordable homes for people from the parish in need of suitable housing, she said that she is very concerned that there had been no proper discussion on the type of tenure being offered. This had been left to the White Horse Housing Association to decide, but she felt that it should have been a parish decision.</p> <p>1.5 <u>Mrs Vince</u> said the housing needs survey did reveal a need for affordable housing in the parish. The site was chosen following guidance but perhaps with fewer houses on the site would have been more acceptable. Quality of housing and design is very good and the materials to be used reflect those recommended in the Neighbourhood Plan.</p> <p>1.6 There are serious concerns about the number of houses creating more traffic. The Wiltshire core strategies of CP60, CP61 and CP3 which talk about sustainable transport and infrastructure requirements on new housing projects should be thought about with this proposal.</p> <p>1.7 Any biodiversity and environmental reports and their recommendations should be carried out as conditions if the application is accepted and approved.</p> <p>1.8 <u>Mrs Akerman</u> said she agreed with many of the points raised by Mrs Vince. That there was a need for affordable housing in the Parish and that it would be good to encourage new families to settle here. She thought the design of the houses was good. However, she was concerned about the amount of ill-feeling that the application had generated from members of the community by the number of letters that have appeared on the planning website.</p>	

	<p>1.9 Her main concerns are highway issues and number of vehicles. She said that the location of the site did not meet the sustainable transport requirements. That it was a long way from the main village hub and whilst fine for adults to walk, it was possibly too far for young children.</p> <p>1.10 <u>Mrs A'Bear</u> said that this application has to be looked at through the planning criteria for exception sites, which means that it does not have to meet some of the usual requirements with a commercial housing development. There are 8 clauses with a rural exception site and this particular application does fit all these requirements.</p> <p>1.11 How sustainable you want to be is in your own person. Lots of children walk up to school in the summer and this should be encouraged by the Parish Council by looking at ways to make that easier in Seend Cleeve to access all the facilities in the centre of the Parish.</p> <p>1.12 It is adjoining to a functioning settlement so why would a development of 11 houses not be able to enjoy the same benefits of those residents already living in Seend Cleeve.</p> <p>1.13 Any technical matters raised by the other consultees such as water and drainage, ecological archaeological and environmental concerns are not for the Parish Council to base their decision on but should be guided by Wiltshire Council.</p> <p>1.14 There are still some open questions that need to be looked at with the plans, but that shouldn't affect the Parish Council's decision on whether to approve or object.</p> <p>1.15 <u>Mrs Heatley</u> said that we must look at each planning application on its own merits. We have to deal with what is in front of us so we can only comment on what is included in the application and we have to look at it in planning terms, not compassionate terms and without assumptions. Non-material planning considerations should not be taken into account. Factual misrepresentation of the proposal is not relevant and neither are previously made objections/representations regarding another site or application.</p> <p>1.16 This is a Community Land Trust application for 1 x 4-bed self build, 2 x 1 bed, 5 x 2 bed and 2 x 3 bed affordable housing. It is a Rural Exception Site.</p> <p>1.17 The National Planning Policy Framework document describes Rural Exception Sites as "small sites used for affordable housing where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connections."</p> <p>1.18 Wiltshire Core Strategy 44 for Rural Exceptions Sites states "The Core Strategy recognises the particular difficulties in securing an adequate supply of affordable housing for local needs in rural areas." It goes on "As an exception to normal policy therefore, and where it can be demonstrated that a proposed development will meet a particularly locally generated need that cannot be accommodated in any other way, the council may permit small scale residential developments (10 dwellings or fewer) outside, but adjoining, the development limits of Local Service Centres and Large Villages, or adjacent to the existing built area of Small Villages."</p> <p>1.19 Affordable housing provided on rural exception sites should only be used to meet a clearly identified local housing need. The Parish Housing Needs Survey was updated in 2019 and this identified that there are people living in the parish who are in housing need.</p> <p>1.20 The Seend CLT was formed in July 18; almost 2 years ago so parishioners should be aware of this initiative. 5 sites were considered but Park Farm was announced in August 2019 to be the preferred site. CLT have held frequent meetings and given parishioners opportunity to comment at those meetings and completing feedback forms. As a result of consultations, many design changes were made and so we have application before us now.</p>	
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	<p>1.21 Park Farm was chosen because it had the fewest planning constraints. Other sites assessed were considered inappropriate by Wiltshire Council Planning Department. They were too large or not available at a cost which makes development affordable for local people. Park Farm was considered an appropriate rural exception site for affordable housing. The size (10 affordable and 1x4 bed house) meets the local housing needs request without over-development.</p> <p>1.22 There have been many letters and comments sent in objecting and supporting this application. Assumptions have also been made which we must NOT take into account.</p> <p>1.23 Wessex Water have concerns about flooding, water dispersal and sewerage. There are recommendations in the Flood Risk and Drainage Strategy paper at page 13 which will need to be considered.</p> <p>1.24 The Salisbury and Wilton Swift Group recommend “that the nesting provision be integral swift bricks as there is evidence that house sparrows prefer to <u>use swift bricks as opposed to sparrow bricks or terraces</u> and swift bricks are also used by other small birds”. Further consideration needs to be given to this.</p> <p>1.25 <u>Energy</u> – This is a Passivhaus development which will improve energy performance, reduce heating system maintenance requirements with high level insulation, high performance windows and insulated frames.</p> <p>1.26 <u>Environment</u> – The development is adjacent to existing buildings and the Rural Housing Needs survey confirms that affordable housing is needed. It has 3 site access points (that includes one for the self build). There are views through parts of the development which would have been worse if it was a continuous build of houses. These houses are in keeping with the style of those in the locality.</p> <p>1.27 <u>Ecology</u> – There are no TPOs and it is not in the conservation area of Seend. Some trees will need to be removed and further investigation will be needed if, and when, it is suitable to take place.</p> <p>1.28 It’s not the largest development in Seend, it might be in Seend Cleeve but we have to look at it as the <u>Parish</u> of Seend. The larger one was in Dial Close, where there was a further 15 houses built in 1995.</p> <p>1.29 It is noted that the County Archaeologist and Highways support the application with Conditions.</p> <p>1.30 Pre-planning advice has been sought and discussions concluded that this site is suitable as an Exception site for affordable housing.</p> <p>1.31 Can I just remind you of the meaning of attaching a Condition to any planning application. The Government Planning guidance states that “conditions can enhance the quality of development and enable development to proceed where it would otherwise have been necessary to refuse planning permission, by mitigating the adverse effects.”</p> <p>1.32 No other Parish Councillors gave any comment.</p> <p><u>1.33 Resolution:</u> Mrs Heatley asked if there were any councillors wishing to object to the planning application. There were none.</p> <p>There were two abstentions: Mr Wiltshire and Mrs Akerman Declaration of Interest - Mr James</p> <p><u>A vote in support</u> – 6 Councillors voted in favour of the planning application being approved. It was agreed that in submitting a comment in support of the application, there should be some conditions placed on the approval.</p> <ul style="list-style-type: none"> • That there should be no parking on the road during construction. • The conditions outlined by the Public Protection Officer in his report should be adhered to. 	
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	<ul style="list-style-type: none"> All technical issues raised by the other consultees should be set as conditions if the application is approved. <p>2. <u>Application Ref: 20/02787/FUL</u> Site Location: The Stables, Cleeve House, Proposal: Retrospective application for ancillary accommodation.</p> <p>2.1 It was noted that a previous application 19/0853/FUL which was for a single dwelling had been withdrawn, and having taken advice from Wiltshire Council planners this new application is for an ancillary dwelling. The application is for minor physical differences to that which was approved in 2012. The site is reverting to residential use.</p> <p>2.2 <u>Resolution:</u> Mr James proposed that this application be approved. Seconded by Mrs Vince. All Councillors voted in favour.</p> <p>3. <u>Application Ref: 20/02940/FUL</u> Site Location: Seend Park, High Street, Seend Proposal: Proposed construction of a hard surfaced tennis court with surround fencing.</p> <p>3.1 It was noted that the nearest neighbour had no concerns about the construction of a tennis court. It is in a conservation area, but the plans include good screening and consideration has been given to the landscape. So it will not detract from visual amenity or the setting of the Grade 2 listed house, walled garden or longer distance views. Whilst no mention was made of any floodlighting, councillors felt that a mention of this should be made in the Parish Council's formal comment.</p> <p>3.2 <u>Resolution:</u> Mr Williams proposed that this application be approved with the proviso that <u>should</u> floodlighting be erected that this must not impact on neighbours and the surrounding area. Seconded by Mr Nicholls. Mr Wiltshire declared an interest so did not vote. All other Councillors voted in favour.</p>	
2020/57 Police Matters	<p>1. Mrs Heatley (Acting Chairman) read out a report from our PCSO Janet Gould</p> <p>1.1 I am afraid I have been instructed by my Line Manager not to provide any Parish Councils with a 'stand alone' Police Report each month. All crime figures and reports can be obtained from Community Messaging, Area Board Meetings, as well as from local press eg Wiltshire Times and Melksham Independent News. PCSO Maggie Ledbury provided a separate report although it was not corporate policy after Neighbourhood Policing Teams were combined with Response Teams to form Community Policing Teams in 2016.</p> <p>1.2 As you were not aware of this new directive I have taken a look at April's crime reports and can tell you there were only three that relate to Seend, Seend Cleeve, Sells Green:</p> <p>1.3 <u>Police Incidents</u></p> <p>01.04.20 – two girls were running and were subjected to a tirade of verbal abuse by a boat dweller on the canal near to Spout Lane.</p> <p>20.04.20 – a trailer and digger were stolen from old Station Yard to the value of £15000.00</p> <p>22.04.20 – a fail to stop car chase from Semington to Row Lane, Seend Head resulted in the arrest of a male and a female from outside Wiltshire for traffic offences.</p> <p>1.4 PCSO Janet Gould also said that due to the Covid-19 outbreak Wiltshire Police has been busy patrolling open public spaces, play areas, community venues, public houses to check the public is maintaining social distancing and also responding to reports by concerned residents of Covid-19 social distancing violations. Due to concerns along the canal towpath between Sells Green and Semington the Melksham PCSOs have been carrying out</p>	

	bike and foot patrols to prevent any breaches of the peace.	
2020/ 58 Highway Matters	<p>1. <u>CATG</u> – The meeting on 24th March was cancelled. The next meeting is due to take place on 4th June.</p> <p>2. <u>Highway Improvement Requests</u> – there were no further updates on our highway improvement requests.</p> <p>3. <u>Road Re-surfacing High Street</u> – this was due to take place on 23rd April but has clearly not happened. Mr Williams said that the cats eyes had been removed in the last couple of days, so it may be a sign that it will happen soon. Clerk to find out</p> <p>4. <u>Road Closure A361 12th May</u> The Clerk reported that she had had notification of a road closure on a stretch of the A361 between Seend Head, Seend to its junction with Littleton Green, Semington. This is for Eurovia to carry carriageway patching, reconstruction, surface dressing, road markings and associated works. As with all road closures, the date may be subject change.</p> <p>Mrs Heatley to put a notice on the Seend Facebook.</p> <p>5. <u>Road Signs</u> – the Clerk reported that a resident of Weavers Cottage had asked if their sign could be either replaced or renovated as it was in a very poor condition. Coincidentally, the sign for Perry's Lane had just been restored by the Parish Steward. The Councillors agreed that the Clerk should investigate whether the Parish Steward could renovate the Weavers Cottage sign as well. The Clerk pointed out that the Inmarsh road sign also needed doing. If it were not possible, the Councillors agreed that a request for a new sign to be submitted to CATG.</p>	<p>Clerk</p> <p>Mrs Heatley</p> <p>Clerk</p>
2020/59 Community Governance Review	<p>1. Councillor Seed confirmed that following that the CGR committee at its last meeting they would not be making any recommendations to change any of the governance arrangements for Seend. These were Scheme 11 and Scheme 83.</p> <p>2. The Clerk reported that she had received notification from Melksham Without Parish Council that they were withdrawing their request (Scheme 11) to change the parish boundary between Seend and Melksham Without.</p>	
2020/60 Neighbourhood Plan	<p>1. Mrs A'Bear gave a summary of the recent public consultation on the Neighbourhood Plan.</p> <p>1.2 Summary of Regulation 14 Comments Received and Next Steps</p> <p>The Steering Group and Place Studio have collated a full schedule of all responses received to the Regulation 14 Consultation spreadsheet. Once finalised, the spreadsheet will be an appendix to the Consultation Statement (required to be submitted to Wiltshire Council with the Neighbourhood Plan). This note draws out some emerging overall points from all of the comments received. This document provides headline points and sets out next steps.</p> <p>1.3 Headline Points from Comments Received</p> <ul style="list-style-type: none"> • A total of 23 responses, disaggregated into approximately 128 comments, have been recorded as received during the Regulation 14 Consultation. • Comments are generally supportive of the content of the Plan and in many cases add useful local detail, and constructive input for the final drafting of the Plan. • Wiltshire Council has provided a number of helpful and constructive comments on the Plan, including recommended wording for strengthening the wording of the policies. • Historic England commends the Plan's emphasis on the historic environment. • The Canal & River Trust welcomes the Plan's recognition of the Canal as an important asset in the Parish. This relates to the Canal's key role in the green infrastructure network and the 	

	<p>important unlisted heritage assets along the Canal that the Plan identifies.</p> <ul style="list-style-type: none"> • A few respondents comment that the Plan should be more ambitious in confronting the climate emergency and promoting sustainable development. Respondents suggest that the Plan should promote renewable energy, be stronger in promoting net biodiversity gain and generally increase resilience to climate change through various means. • Comments were also made about the need for the Plan to address the potential Melksham By-pass and its impact on the Parish. 	
2020/61 Asset Register	The Clerk said that having revised the Asset Register as per the recommendations of last year's Internal Auditor, she had had some initial feedback from the new Internal Auditor who had moved the goal post and had made some further recommendations. She said that the Parish Council could either action the recommendations before the Internal Auditor completes his final report or accept the recommendations will be put in the report and action them in this new financial year. The Councillors felt that the latter option would be the better course of action.	
2020/62 Financial Matters	<p><u>Financial Matters:</u></p> <p>1. <u>Accounts and Internal Audit:</u> The Clerk reported that she had delivered the accounts file to the accountants so they could prepare the annual statement of accounts. She said that as this year's internal audit would be done via email, she had been scanning all the required accounting and governance documents and sent them to the Internal Auditors by email.</p> <p>2. <u>External Audit</u> The new Coronavirus Act had removed the requirement for a common period for the exercise of public rights and extended the deadline by which the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.</p> <p>3. <u>Cheques for Signatures</u></p> <p>Mrs S Bond £619.21 Clerk April Salary</p> <p><u>Resolution:</u> Mrs Vince proposed acceptance of the cheques. Seconded by Mr Wiltshire. All Councillors voted in favour.</p> <p>4. <u>Bank Reconciliation to end of March 2020</u></p> <p>The Clerk reported that the total monies left at end of financial year was: £19,649.41</p> <p>Earmarked reserves = £4,471.44 General Reserves = £15,177.97</p> <p>In addition there would be a VAT refund of £1,023.78</p> <p>Total General Reserve = £16,201.75</p> <p>Compared to last year General Reserves of £8,030.45 (inc VAT refund) This would satisfy the Internal Auditor who had recommended last year that we should keep a higher amount of general reserve.</p>	
2020/63 Items for Note	<p>1. <u>Footpath Sign Love Walk</u> Mrs Vince reported that the wooden 4-way finger post was dilapidated and could do with being repaired. It is a nice looking sign and it would be a shame to replace it with a new one. The Clerk to ask for advice from Mr Paul Millard, RoW Warden at Wiltshire Council.</p> <p>2. <u>Cyclists and picnics</u> – Mr Lack said that there had been large groups of cyclists picnicing in the churchyard and asked whether this was allowed under the current social distancing regulations. Councillor Seed said he would bring it up at the weekly Area Board meetings that are being done remotely and which are attended by the police.</p> <p>3. <u>COVID19</u> - Mr James expressed his thanks to the Clerk for all the work she had undertaken to keep the parish council running smoothly during these difficult times. He said that he was proud of the Parish Council and the village for stepping up to the mark in these very challenging times. The Seend social media pages showed the tremendous amount of support</p>	<p>Clerk</p> <p>Councillor Seed</p>

	<p>parishioners were giving to those more vulnerable and elderly people in the Parish.</p> <p>This was endorsed the all the Parish Councillors.</p> <p>4. <u>Melksham Bypass</u> – Mr Williams asked if there was any update on the bypass plans. Councillor Seed it was too early to know if the current situation had had any impact on the plans.</p> <p>5. <u>Prescription Collection Service</u> – Mrs Heatley said that the Clerk was coordinating a prescription collection service for those self isolating because of age or vulnerability, and that there were a number of volunteers who were helping.</p> <p>6. <u>Voluntary work</u> Mrs Heatley said that the Seend branch of the RBL were helping those vulnerable parishioners with shopping and other tasks.</p> <p>7. <u>Melksham Area Board</u> – the next meeting will be on 17th June at Seend. If it goes ahead, then she urged all parish councillors to attend.</p> <p>8. <u>Village Fete and Flower Show</u> – Mrs Vince reported that the village Fete had been cancelled, as had the Flower and Produce show. However, she said they would be attempting to do a virtual Flower and Produce show with a revised schedule for submitting photos of entries on line. There would be a webpage set up to show all the entries. It is hoped that this would foster a good community spirit.</p>	
2020/64 Date of next meeting	<p>The Acting Chairman thanked everyone for coming and closed the meeting at 8.30pm</p> <p>The date of when the next meeting would be due is 26th May 2020</p>	

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VICE CHAIRMAN

Date: 26th May 2020