

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 30th June. 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 and Mr J Williams,

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

Agenda Item		Action
2020/83 Apologies	Mr Paul Manning, Mr John Padfield and Mr Martin Wiltshire	
2020/84 Declaration of Lobbying	(i) There were no declarations of changes to the Register of Interests,	
(i) Declaration of changes to the Register of Interests	(ii) Mr Terry James declared an interest in planning application: 20/02213/FUL	
(ii) Declaration of interest in items on the Agenda	(iii) There were no requests for dispensations.	
(iii) Requests for Dispensation		
2020/85 Local Councillor Matters	1. Councillor Seed reported that he was involved in a lot of case work at the moment. And also work with the SCL&AT and the Lye Field 2. He said the recent Area Board meeting on 16th June focused on the Melksham Area COVID19 response and a discussion on what the priorities would be for recovery as the lockdown eases in terms of economy, health and wellbeing, care, education and community support. He said there was a desire to build upon the community support that the Covid19 crisis had produced. It was agreed that there should be a dedicated meeting to discuss the recovery further. This was set for 22nd July. The aim will be to facilitate a co-ordinated response across the Melksham Community Area, with consultations with the various community and business groups. Councillor Seed said that there would be a need to discuss how the community can best continue to support the many people who were identified as being vulnerable in the recent lockdown.	
2020/86 Minutes of the Previous Meeting	The Minutes of the meeting held on 26th May had been circulated to all Councillors. <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mr James and seconded by Mrs Vince. All Councillors agreed the minutes were an accurate record.	
2020/87 Matters Arising Not Already on the Agenda	1. <u>Signs at Weavers Cottages and Inmarsh</u> – the Clerk reported that both signs had now been renovated. The Parish Steward had done the one at Weavers Cottages, and a parishioner had done the one at Inmarsh but it was not known who. The Clerk to try to find out who had renovated the Inmarsh one and send a letter of thanks. 2. <u>Love Walk Finger Post</u> – The Clerk reported that Frank Teasdale had taken on the challenge of making a new sign with the help of Nathan Hamblin who will do the lettering. Mr Teasdale estimated that the cost of materials would be in the region of £120. The post and fingers would be made of oak and would require cement for fixing into the ground and wood preservative. They just needed the Parish Council's agreement that they were happy with the costings. 2.1 <u>Resolution:</u> Mr James proposed that we agree to the costings and to ask Frank and Nathan to go ahead with making the finger post. Seconded by Mr Williams. All Councillors voted in favour. Clerk to give go ahead to Frank Teasdale 3. <u>Community Asset Transfer</u> - BRAG picnic land and SEEND13. At last month's meeting, there had been a discussion on whether the Parish Council should accept the offer to take ownership of the land. The	Clerk Clerk

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	Councillors had agreed to decline the offer citing the potential long term management and financial implications. Before any formal response was given to the Senior Estates Manager, Wiltshire Council withdrew the offer. The ownership of the land and bridleway will remain with Wiltshire Council for the time being. 4. <u>Household Recycling Centres</u> – Mrs Heatley said that there was now a booking system in place for visiting any of the Wiltshire Recycling Centres. 5. <u>Safe Custody of Allotment Deeds</u> - The Clerk reported that she had sent a letter to Lloyds Bank, but had not yet received a response. 6. <u>Static Caravans</u> – The Clerk has still to contact the planning enforcement team to ask them to serve a statutory notice on the owners that asks them to confirm that they are not living there. They are required to reply. 7. <u>New Website</u> – The Clerk has begun work on this.	Clerk Clerk
2020/88 Police Matters	1. Mrs Heatley said that Police reports are being produced bi-monthly all the while we are in COVID-19 mode but that is only temporary so we have very little to report this month except that graffiti vandals are targeting lock gates and other bridges over the Kennet and Avon canal between Devizes and Sells Green. 2. Also, on 28 June at 18.24 a male in his 20s was stop checked on the A361 and was found to be in possession of a small amount of cannabis. He was given a cannabis street warning. 3. Enforcement measures are available to police to tackle the spread of COVID-19 so people are expected to do the right thing in order to slow the virus. 4. The Police and Crime Commissioner, Angus MacPherson, has announced he will be staying on as PCC for Wiltshire and Swindon following Government decision to postpone PCC elections until 2021. He has also extended the Chief Constable, Kier Pritchard's, contract up to Dec 2023. 5. Melksham area has 4 full-time PCSOs. PCSO Maggie Ledbury has moved to Community Speedwatch and PCSO Janet Gould is our PCSO as rural officer. It maybe we invite her to one of our meetings when we get back to holding them. 6. Mrs Vince said that there had also been a theft of a bicycle from outside of a house on the High Street.	
2020/89 Neighbourhood Plan	1. <u>NP Progress</u> - Mrs A'Bear reported that they had now updated the Neighbourhood Plan with the comments from the Regulation 14 consultation. It was in the final stages of editing the evidence based reports. They are hoping to have a complete document for the Parish Council to sign off at the July PC meeting. She was pleased to report that there is now an end in sight. Following payment of the latest Place Studios invoice, there should not be much expenditure to make. 2. <u>Bollands Hill</u> – a comment made from the Reg 14 consultation asked why there was not a pavement near the old station bridge. Mrs A'Bear recollected that this was probably because it could not be justified based on the likely use, so would not be financially viable. 3. <u>Flood Plan Sub-Committee</u> – following a recommendation made by Wiltshire Council in its Reg 14 comments, that the NP should have a flood plan in place, a PC sub-committee was formed, but is yet to meet to discuss an action plan. 4. <u>Melksham Neighbourhood Plan Reg 14 Consultation</u> – the consultation period had begun, It was agreed that the Parish Council should send an acknowledgement, but that they had no comments to give.	Flood Plan Sub-Committee Clerk
2020/90 Highways	1. <u>High Street</u> resurfacing had now been completed. The Church crossing to be reinstated in due course. 2. <u>Highways Meeting on 4th June</u> The Clerk listened in to the meeting. She said that all CATG normal work has been suspended whilst highways officer resources are re-directed to the COVID response projects that will	

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	provide safe cycle routes. Following the strict criteria 5 sites had been found, but none were in the Melksham Area. Mr Stansby said that he was still keen that local partners identify local projects for future tranches of funding. The Clerk said that the two suggestions for Seend were on the list, along with a number from other Parishes. Councillor Seed that there was very limited funding to go round, so the likelihood of any of the projects succeeding was very slim. The next CATG meeting is on 24th September. <u>3.1 Parking Restriction White Lining</u> – the Councillors had been circulated with correspondence from two parishioners who were concerned about the number of cars parking across their driveway when visiting the Post Office. They asked for PC support to get white lines installed across their driveway. 3.2 The Clerk had circulated Highways guidance notes to the Councillors on the criteria for getting white lines installed and the process to be taken. It stated that for Highways to approve an application, the applicants would need to provide evidence of obstruction (photographic evidence) and provide evidence of visibility issues for drivers when exiting the drive or access. 3. <u>Resolution</u>: Mr James proposed that the Parish Council residents' request for white parking restriction lines, but that they should first provide the PC with the necessary evidence to support the application. Once received they would then submit a Highway Improvement Request Form. This resolution was seconded by Mr Lack. All Councillors approved the resolution. Clerk to respond to the residents.	Clerk
2020/91 Planning Applications	Green Notices - The Clerk expressed concern that during the COVID19 lockdown, the planning department were reducing their duties to properly consult and the display of the green notices. She had asked the planning officer assigned to the Lock Cottage application why there was no green notice displayed. His response was the following: <i>"WC is currently only displaying site notices where required to do so procedurally. In all other cases, it is relying on consultation letters with neighbours and the Parish. This is to avoid unnecessary travel during the pandemic. To summarise for you without getting bogged down in legislation, at this time, the only site notices we are producing because we need to are on:-</i> • Major Applications • Those affecting an LBC (but not internal works) • Those (non-householders) affecting a Conservation Area • PNCOU applications <i>It would appear that this development does not meet any of the criteria above and therefore, a site notice has not been posted to the applicant to display. Instead WC is relying on the notification letters it sent out to the Parish and any adjoining neighbours (I believe in this case there are none)."</i> There had been a similar issue with the Rew Farm application in that there was a delay in the displaying of the green notice. The Clerk had expressed concern that it was possible that the level of consultation was being compromised. Councillor Seed suggested that the Parish Council writes to Councillor Whitehead to outline our concerns about the planning consultation process. The Parish Councillors agreed that a letter should be written. Clerk to action. 2. <u>Application Ref: 20/03849/FUL – 8 Perrys Lane, Seend Cleeve</u> Proposal: Proposed two storey rear extension 2.1 <u>Resolution</u>: Mr James proposed that the application be approved. Seconded by Mrs Vince. All Councillors voted in favour.	Clerk

3.. Application Ref: 20/03345/FUL – Lock Cottage, Bollands Hill

Proposal: Change of use from agricultural field for part to be amenity garden. Erection of agricultural barn, upgrading of field entrance, demolition of breeze block WC and single skin brick building and replace with single wooden utility shed and erection of a garden annex.

3.1 A lengthy discussion took place about the various aspects of this planning application. All councillors expressed concerns that this was an over-development of the site and would be highly visible.

3.2 Mrs A'Bear quoted the extract in the Neighbourhood Plan covering potential development affecting the canal. *"all development affecting the canal must protect and reinforce the distinct character and enhance its setting and surroundings. The topography is a key consideration when contemplating the setting of the canal in our Parish, the canal sits in a low lying part of the Parish (between 60 and 50 m contour lines, to the south the ridge of Seend rises up steeply to over the 90m line, to the north the land is relatively flat and low lying). As such, the setting of the canal can be considered to extend as far as high ground of Seend ridge to the south and to the dismantled railway line to the north. The nature and scale of any development proposals will need to be taken into account when the decision maker is considering the setting of the canal."*

3.3 Mrs A'Bear suggested that this planning application does not meet the NP criteria for development in the canal setting. There were no other comparable dwellings along the canal.

3.4 There was concern about the size of the garden annex which was some 20m long and with the number of rooms was more like a separate dwelling, than an annex. Similarly the proposed barn is very large at 16mx12x5m and is needed mainly to store a variety of vehicles and boat, not purely for agricultural needs. The cottage itself was recorded as a heritage building by the Canal & Rivers Trust and whilst not listed, its setting should be protected.

3.5 The Councillors also had concerns around the access. The suggested splay plans show it to be extended as wide as the barn and this would impact on the location.

3.6 The applicant states there is a pond. An 1886 OS map does not show it nor does an overhead photo from last year show a pond. It has always been a boggy overgrown area but a pond may have been dug out in the last few months. The boggy area with 2 springs higher up the field could imply it might be prone to flooding, as has been the case, and therefore water drainage could be a concern.

3. Councillor Seed that this was a Category A tourist route and that the Rew Farm solar panel application was refused for this very reason. If the Parish Council objected to this application he may suggest that it is called in to be decided by planning committee rather than a planning officer.

3.8 Resolution: Mr Williams proposed that the application be refused on the grounds that it is an over development of the site and will be highly visible in its surroundings. It would have an adverse visual impact and be out of character for this canal side setting. It also does not fit with the Neighbourhood Plans criteria that all development affecting the canal must protect and reinforce the distinct character and enhance its setting and surroundings.

Mrs Vince seconded the motion. All Councillors approved.

4. Application Ref: 20/05002/TCA - 15 Dial Close, Seend SN12 6NP
Proposal: Ash Tree Fell.

4.1 Resolution: Mr Williams proposed that this application be approved. Seconded by Mr Nicholls. All Councillors approved.

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	5. <u>Application Ref: 20/02213/FUL – Park Farm.</u> Amended Plans/Additional information 5.1 This amendment to the planning application for Park Farm had arrived the day before the Parish Council meeting, so there was little time for this to be publicised, but Councillors did have a chance to look at the amended plans and course of action proposed by the consultants to resolve the drainage issues that had been raised by Wessex Water and Wiltshire Council's land drainage team. 5.2 A Councillor pointed out that the revised drainage plans would mean that the height of the site would have to be raised by 1.5 m to mitigate any potential flooding risk to the properties. 5.3 Changes were also being made to the foul and surface water drainage layout and the limitation on what trees/hedging could be planted. It proposed a clear course of maintenance programme for the ditches and drainage channels to ensure that they did not become blocked. 5.4 Councillors expressed surprise that these drainage issues had not be sorted out prior to the planning application being submitted. But Councillor Seed said that it was common for technical issues to be discovered during the planning process. 5.5 The Clerk said that as the Councillors previous resolution in April to support the planning application subject to any issues raised by Wessex Water, etc being resolved, that the Councillors could simply say that their original comments still stand. 5.6 <u>Resolution:</u> It was proposed and agreed that the PC's previous comments submitted on 5th May still remain valid. The Parish Council is still in support of the application being approved, subject to these amended plans satisfying the concerns of the assigned planning officer, Wessex Water and Wiltshire Council's drainage engineers. This was the response proposed by Mr Lack and seconded by Mr Williams. Mr James had declared an interest so did not vote. Mrs Akerman abstained. The 7 other Councillors voted in favour.	
2020/92 Benches	1. The Councillors had been circulated with three quotes for a replacement seat to go around the Jubilee Oak at the top of Love Walk. The Clerk confirmed that the Evenden family of Seend Park were willing to pay for a bench up to the value of £1,000. 1.1 <u>Resolution:</u> Mr James proposed that they choose the circular seat from Cyan Teak Furniture company. To include two plaques, one about the Jubilee Oak and a second to acknowledge the kind donation from the Evenden family. This proposal was seconded by Mrs A'Bear. All Councillors to approved. 1.2 The Clerk said that she would need to raise another cheque not on this month's Schedule of Payments to pay for the bench. The Councillors were happy for this to be done. 2. <u>Other Benches</u> - The Clerk said that the bench in Dial Close and Bradley Lane could do with their slats replacing. The bench by the Barge may need completely replacing. 2.1 It was agreed that this would be a good use of the Sandridge Solar Farm Community benefit money that was paid to the PC last Autumn. Costings to be got for the next meeting. 2.2 The Clerk to also obtain costings for a replacement noticeboard in Seend Cleeve by Rew Farm.	Clerk Clerk
2020/93 Internal Auditor's Report	1. The Internal Auditor's full report had been circulated to all Councillors in advance of the meeting. This was a good report with no significant issues to be resolved. 1.2 Two main recommendations were made: R1 – The Council should revise its Standing Orders and Financial Regulations to be more in line with the current NALC Model forms and to	

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	revise the tendering levels as advised by the Internal Auditor. R2: In the statement of Accounts, DCK Accounting should be asked to justify their application of income and expenditure accounting (identifying debtors and creditors) to a small authority like Seend Parish Council, where simpler Receipts and Payments Accounting basis would be more appropriate. Any agreed change should take place from 2020/21, which may require a restatement of the 2019/20 AGAR. 1.3 In addition to these formal recommendations, the Internal Auditor had suggested the Parish Council should review its Financial and Management Risk Register more regularly than just once a year, and that consideration should be given to assigning key risks (such as financial control and significant projects) to the oversight of a named Councillor. 1.4 The Internal Auditor also advised that the Parish Council should keep under close review the level of reserves which had jumped significantly from the 2018-19 and the 2019-20 financial years. 1.5 The Parish Council formally noted the findings in the Internal Audit Report, and the Clerk said she would work on the recommendations made.	Clerk																					
2020/94 Annual Return Approval of Governance Statement	1. Councillors had been circulated a copy of the completed Governance Statement as prepared by the Clerk. Councillors agreed that it was a true record of the Council's governance. 1.1 <u>Resolution</u>: Approval of the Governance Statement was proposed by Mr James and seconded by Mr Nicholls. This was approved unanimously. 1.2 As this was a virtual meeting, the statement would be signed by the Acting Chairman Mrs Heatley, the day after the meeting. 1.3 <u>To Note</u>: Mrs Heatley was signing the AGAR Governance statement as Acting Chairman because Mr James (Chairman) was still in Toronto.	Mrs Heatley & Clerk																					
2020/95 Annual Return. Approval of Accounting Statement	1. Councillors had been circulated a copy of the Accounting statement as completed and signed by the Clerk prior to the meeting. 1.1 <u>Resolution</u>: Approval was proposed by Mrs Vince and Seconded by Mr Williams. Approved unanimously. 1.2 As this was a virtual meeting, the statement would be signed by the Acting Chairman Mrs Heatley, the day after the meeting. 1.3 <u>To Note</u>: Mrs Heatley was signing the AGAR Accounting statement as Acting Chairman because Mr James (Chairman) was still in Toronto.	Mrs Heatley & Clerk																					
2020/96 Correspondence	1. <u>Fun in the Sun programme - summer 2020</u> – The Clerk reported that this annual programme of activities that usually took place on the Lye Field was cancelled for this year. 2. <u>Vicarage Wall</u> – Mr Yockney had updated the Clerk on the repair of the barn wall in Rusty Lane. He had chased the Salisbury Diocese for an update. He was told that the scaffold to support the internal walls and roof of the barn had been put in place and that work should now begin on repairing the wall.																						
2020/97 Financial Matters	<u>Financial Matters</u>: 1. <u>Cheques for Signatures</u> <table border="0"> <tr> <td>Auditing Solutions -</td><td>£330.00</td><td>Internal Audit</td></tr> <tr> <td>Camelot Media Ltd</td><td>£ 12.00</td><td>NP Website updates</td></tr> <tr> <td>Water2Business</td><td>£49.93</td><td>Water bill for allotments</td></tr> <tr> <td>Mrs S Bond</td><td>£619.21</td><td>Clerk June salary</td></tr> <tr> <td>Mrs S Bond</td><td>£108.82</td><td>Clerk expenses April to June</td></tr> <tr> <td>Place Studios</td><td>£1,200.00</td><td>NP Consultancy work</td></tr> <tr> <td>SLCC</td><td>£126.00</td><td>Clerk Membership of SLCC</td></tr> </table> <u>Resolution</u>: Mr James proposed acceptance of the cheques. Seconded by Mr Williams. All Councillors voted in favour. 2. Bank Reconciliation to end of May 2020 - £29,266.64	Auditing Solutions -	£330.00	Internal Audit	Camelot Media Ltd	£ 12.00	NP Website updates	Water2Business	£49.93	Water bill for allotments	Mrs S Bond	£619.21	Clerk June salary	Mrs S Bond	£108.82	Clerk expenses April to June	Place Studios	£1,200.00	NP Consultancy work	SLCC	£126.00	Clerk Membership of SLCC	
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2020/98 Items for Note	1. <u>Virtual Seend Flower Show</u> – Mrs Vince reported that there was a photographic display in the Post Office window of the flower show entries. This was being changed on a weekly basis. It was also on the Flower Show's website. 2.1 <u>Community Centre</u> – Mr James reported that the Community Centre had received a £7,000 Wiltshire Discretionary Business Grant, as well as money from the governments Furlough payments for its staff. Mrs Heatley said that the Community Centre would be opening the main hall only on 5th July, but the Members Lounge would remain closed for the time being 2.2 He also thanked the Clerk for her work over recent weeks with the preparation of the auditing and accounting documents, and the extra work that the lockdown had created for the Parish Council. 3. <u>The Lye</u> - Mrs A'Bear said that someone in The Lye had removed a post to drive across the green area to park near their house. This area had been designated a Local Green Space in the Neighbourhood Plan. The Clerk to report it to Aster Management Team. 4. <u>Pubs</u>: The Brewery would be open from 4th July and the Barge on 25th July. 5. <u>Volunteering</u>. Wiltshire Council have advised that volunteering, like clearing and pruning, should not begin just yet during the current climate. 5. <u>Methodist Chapel Graveyard, Seend Cleeve</u> – the Clerk had reported that the graveyard was very overgrown again, although a section of it had just been cleared by relatives of one of the graves. She had emailed Mr Warren (Methodist Minister) to see if he could get it strimmed, but she was aware that they did not have a lot of money to regularly maintain it on a long term basis. The parishioner who lived next door and was maintaining it had now moved, so was unlikely to continue strimming it. She asked if it was okay to put a note in Spotlight to see if there were any parishioners who would want to help maintain it. She said that it would be good to help preserve this space so that it could become a sort of community garden. The Councillors were happy with this course of action.	Clerk
2020/99 Date of next meeting	The Acting Chairman thanked everyone for coming and closed the meeting at 9.12pm The date of the next meeting is 28th July 2020	



 Vice Chairman Anita Heatley (Acting Chairman)

Date: 28th July 2020