

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 26th April 2022. This meeting was held in the Community Centre.

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

Also Present: Sue Bond (Outgoing Clerk), Chris Stirland (Incoming Clerk), Cllr Tamara Reay, Steve Vaux (Hon Sec Seend Lye Recreation Field) and one parishioner

Note:

Prior to the start of the meeting the Chairman formally introduced Chris Stirland as the New Clerk and Responsible Financial Officer for Seend Parish Council.

Agenda Item	Detail	Action
2022/58 Apologies	Jackie Hamblin	
2022/59 Declaration of Lobbying	(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.	
(i) Declaration of changes to the Register of Interests (ii) Declaration of interest in items on the Agenda (iii) Requests for Dispensation		
2022/60 Local Councillor's Matters	<p><u>1. WCC Highways</u> Cllr Reay explained that WCC has decided to put more emphasis and funding behind what was formally known as the Community Area Transport Group (CATG) and it will be renamed to become the Local Highways & Footpaths Infrastructure Group (LHFIG). The reorganisation is focused on giving local Area Boards and Parish Councils greater control over local priorities for their neighbourhoods. More funding is going to be made available for Area Boards to support this initiative.</p> <p><u>2.Homes for Ukrainian Refugees</u> Around 1,500 households registered for the Homes for Ukraine scheme in Wiltshire. Currently 288 homes have been matched with 794 individuals and 307 visas have been issued. Approximately 400 refugees have arrived in Wiltshire.</p> <p>There have been 57 school applications, (40 primary and 17 secondary) with 3 pupils already starting school and more expected to join classes after Easter. WCC are helping the schools prepare for this.</p> <p>Wiltshire is one of the highest unitary authorities in the country to receive visa applications and has drafted in additional support to carry out the necessary checks including accommodation, welfare and suitability checks.</p>	

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2022/61 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 29th March 2022 were circulated to all Councillors.</p> <p>Acceptance of the Minutes of this meeting as an accurate record was proposed by Pam Akerman and seconded by Georgina A'Bear. All Councillors who were present at that meeting voted in favour.</p>	
2022/62 Matters Arising Not Already on the Agenda	<p><u>1. New Councillor Candidate</u></p> <p>The Chairman welcomed Bridget Johnson to the meeting. She is considering becoming a Parish Councillor and if successful will be co-opted onto the Parish Council at the next meeting.</p> <p><u>2. School Travel Plan and Grounds</u></p> <p>Cllr Reay advised she would be meeting the Group Head for Seend CE Primary School to discuss the School Travel Plan and the continued closure of the School Grounds. The meeting is scheduled to take place 3rd May and she will be accompanied by the Chairman and Phil Springate.</p> <p><u>3. Asset Register</u></p> <p>The Internal Auditor advised the sum of £1 should be added to the Asset register to cover the value of the Allotment Land. This has been completed.</p> <p><u>4. 2021-2022 Internal Audit</u></p> <p>The Outgoing Clerk (Sue Bond) has worked tirelessly to complete the audit and expedite the Clerk handover. The accounts have been checked by the accountants and found to be correct.</p> <p>Councillors expressed their appreciation for the work Sue has undertaken on behalf of the Parish Council.</p> <p><u>5. Best Kept Village Competition</u></p> <p>The first round of judging will take place during the first two weeks of May with a second round expected in June.</p> <p><u>6. The Lye</u></p> <p>Astor have reinstated posts around the parking area to protect the green. They have installed a removable post to allow service vehicles to access the green when necessary.</p>	Cllr Reay, Chairman, Phil Springate
2022/63 Items for Discussion from Members of the Parish	None	

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2022/64 Police Matters	<p>The following incidents have been recorded</p> <table><tr><th>Date</th><th>Incident/Report</th></tr><tr><td>7th April</td><td>On A365, vehicle seized for no insurance</td></tr><tr><td>16th April</td><td>In Sells Green, male suspect made off from officers earlier in the day. Suspect tried to take off again but detained in a dead end. It was suspected the male was under the influence of drugs and tested positive for cannabis from the road side drugs wipe.</td></tr><tr><td>18th April</td><td>Brewery Inn, Seend Cleeve - unknown suspects stole 6 x 10 ltr plastic containers of used cooking oil to the value of £50 from The Brewery Inn</td></tr><tr><td>20th April</td><td>15:14 – Accident at The Bell crossroads – No injuries.</td></tr></table> <p>Wiltshire Police are now recruiting. The Force opened police officer applications on Monday 25 April. The three-year Uplift programme will fund an additional 163 police officers in Wiltshire, over and above the Force's normal recruitment to replace leavers and retirees.</p>	Date	Incident/Report	7 th April	On A365, vehicle seized for no insurance	16 th April	In Sells Green, male suspect made off from officers earlier in the day. Suspect tried to take off again but detained in a dead end. It was suspected the male was under the influence of drugs and tested positive for cannabis from the road side drugs wipe.	18 th April	Brewery Inn, Seend Cleeve - unknown suspects stole 6 x 10 ltr plastic containers of used cooking oil to the value of £50 from The Brewery Inn	20 th April	15:14 – Accident at The Bell crossroads – No injuries.	
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2022/65 Lye Field Pavilion and CLT	<p>1. <u>Lye Field Pavilion and CLT Update</u></p> <p>Steve Vaux (Hon Sec Seend Lye Recreation Field) provided details of ~£90k refurbishment program for the Pavilion.</p> <ul style="list-style-type: none">Phase1 (£50k) will commence in May focussing on electrical rewiring, installing LED lighting, double glazing and replacing the external doors. The funding for this phase has mainly been provided by the Suez Community Trust.Phase 2 (£43k) will see cavity wall and loft insulation installed along with a new eco-friendly heating system. <p>2. <u>Electric Vehicle Charging Points</u></p> <p>It was noted that as the Pavilion resides on land not owned by WCC, it would not be eligible for a grant under WCC's EV Charging Infrastructure Strategy (Briefing Note 22-20). Such points could be of significant benefit to local residents who do not have private off-road parking.</p> <p>Cllr Reay was requested to see if WCC could review the strategy to include where the community asset is not owned by WCC but rather other non-profit community institutions. (e.g Village Halls) as the current strategy seems to preclude WCC helping by not considering non council community assets.</p> <p>3. <u>Community Land Trust Housing – Seend Cleeve</u></p> <p>Two access points have been created on the development site and 32 parking spaces will be created in anticipation of works commencing in May. Information boards will be displayed describing the development with contact details for the Contractor and Site Foreman. Whilst Contractor vehicle parking on Seend Cleeve will be discouraged, it cannot be totally prevented. If parishioners observe on-road contractor parking, they are encouraged to contact the site foreman.</p>	Cllr Reay										

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2022/66 Highways and Rights of Way	<p>1. CATG</p> <p>The following HIR's will be discussed at the next CATG meeting on 28th April. The Chairman and Incoming Clerk will attend.</p> <ul style="list-style-type: none"> • The Stocks (Speed limit reduction to 30mph and install double white lines to restrict overtaking close to this junction) • Bell Crossroads (Additional small-scale safety improvements) • Redstocks (Horse Crossing Warning Signs). <p>In addition, it is hoped there will be an update on the High-Friction surface at the crossing point between Spout Lane and Inmarsh</p> <p>1.2 <u>Metro Counts</u></p> <ul style="list-style-type: none"> • High Street. The metro count is now in progress in the right position. <p>2. <u>Bollands Hill – HGVs</u></p> <p>The Chairman read a previous response from WCC (October 2018) explaining why they would not consider diverting HGV's away from this road. One of the reasons given was there had been no recorded damage to private property. As this is no longer the case, the Chairman requested this issue be raised at the July CATG (LHFIG) meeting.</p> <p>Clerk to raise a HIR for Bollands Hill.</p> <p>The Clerk to provide copy of previous metro count on Bollands Hill for the next Parish Council meeting</p> <p>It was suggested a note be placed in Spotlight to see how much interest/support could be provided by local residents of Bollands Hill to run a one-day traffic monitoring study to ascertain a better understanding of the volume and type of traffic using this route.</p> <p>3. <u>Bell Crossroads</u></p> <p>Anita Heatley presented a list of small-scale measures that could be considered to improve junction safety and agreed to forward it to Cllr Reay for presentation at the CATG meeting 28th April.</p> <p>The Clerk confirmed the Parish Council's traffic log had been updated.</p> <p>4. <u>Road Closure - Broad Lane, Seend from its junction with A365</u></p> <p>The closure is anticipated to take place for up to two days between 18 July and 14 August 2022.</p>	<p>Chairman / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Reay / Anita Heatley</p>

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2022/67 Neighbourhood Plan	Correspondence has been received from Wiltshire Area Localism and Planning Group (WALPA) regarding the Five-Year Housing Land Supply (5YHLS). Concern was raised regarding the implementation of local neighbourhood plans. Cllr Reay acknowledged there is a problem with land supply and stated one of the strategic projects is to take forward the Wiltshire Council local plan update and determine what development local communities require.	
2022/68 Planning	<p><u>Planning Matters</u></p> <p><u>Application No: PL/2022/03187</u> Application Type: Works to trees in a conservation area Site Address: Knap Cottage, High Street, Seend, SN12 6NN</p> <p>Resolution: Georgina A'Bear proposed this application be approved. This was seconded by Terry James. All Councillors voted in favour</p> <p>Clerk to update WCC Planning Portal</p> <p><u>Application No: PL/2022/03027</u> Application Type: Removal/variation of conditions Site Address: 15 Dial Close, Seend, Melksham, Wilts, SN12 6NP</p> <p>The Parish Council would like more time to review the proposed changes and requests a consultation extension from 19/05/22 until 7/06/22 so they can be discussed at the next Parish Council meeting.</p> <p><u>Application No: PL/2021/05283</u> Application Type: Full planning permission Site Address: Land at A361, Trowbridge Road, Seend, Melksham</p> <p>The Parish Council has been advised excess hardcore has been deposited on the site that appears to contravene the original site plan that should include a green play area and hence would like Wiltshire Council to review the current situation. The Clerk to write to Wiltshire Planning.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2022/69 Correspondence	<p><u>1. Avon Needs Trees</u></p> <p>Questions were raised by a parishioner regarding this project near Bolland's Hill. The Parish Council has since been advised that the Avon Needs Trees charity has withdrawn from the scheme and the land sold. Clerk to reply.</p> <p><u>2. Broken Stile</u></p> <p>Seend Footpath Working Party requested the Parish Council investigate a broken stile and fencing issue adjacent to the village. The Parish Council has agreed to contact the land owner.</p>	<p>Clerk</p> <p>Clerk</p>

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2022/70 Parish Steward	<p>The Parish Steward has completed the following tasks on his last visit to the village(08/04/22):</p> <ul style="list-style-type: none"> • Cleared path at bottom end of Perry's lane & filled holes in footpath. • Cleared drains on Pelch Lane by Ferrum House. • Filled pothole in road outside Pelch Farm. • Cleaned both bus stops on High Street near The Lye. • Checked & cleared drains on Spout Lane including digging out a full gully. <p>It was requested the Parish Steward be asked to clean both Bus Shelters at Sells Green</p>	Clerk
2022/71 Sandridge Solar Community Benefit Payment	<p>1. <u>Bicycle Lock ups</u></p> <p>A suitable location for a bike lockup at the Community Centre has proved difficult. The Clerk to arrange a meeting with the Community Centre to review alternative locations.</p> <p>2. <u>CPR training</u></p> <p>Mark Wood has advised that he is unable to run any further CPR training sessions.</p> <p>The Clerk to place an advert in Spotlight to establish the level of interest in parishioners undertaking CPR Training</p> <p>3. <u>Defibrillator Checks</u></p> <p>Mark Wood and Terry James have kindly agreed to take on the defibrillator checks at Sells Green and the Brewery</p>	Clerk Clerk
2022/72 Platinum Jubilee	<p>1. <u>Queen's Green Canopy Project</u></p> <p>As a result of the article in Spotlight, 3 people have offered to plant a total of 24 trees. The next planting opportunity will be in the Autumn.</p> <p>Clerk to place another advert in Spotlight to see if we can increase the number of trees to be planted. Ideally the Parish Council would like to achieve 70 trees (one for each year of the Queen's reign)</p> <p>2. <u>Beacon Lighting</u> - There will be a beacon lighting and barbeque at the Community Centre on the evening of Thursday 2nd June.</p> <p>3. <u>WI Picnic</u> - The WI are planning a picnic on the Lye Field in lieu of 'The Big Lunch'. This will take place on Sunday 5th June.</p>	Clerk
2022/73 The AGAR Exemption from External Audit Certificate	<p>The Annual General Accounts Return (AGAR) 'Exemption from External Audit' Certificate was signed by the Clerk & Chairman</p> <p>The Clerk to forward the signed certificate to the Internal & External Auditors</p>	Clerk

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2022/74 Annual Parish Meeting & Annual Parish Council meetings	Both meetings will take place on 5 th May. Reports have been received from the following groups Seend & District Ramblers Club and Seend Footpath Working Party. The clerk to circulate, previous minutes, agenda and annual accounts summary. Paper copies to be made available for the meeting.	Clerk																					
2022/75 Financial Matters	<p><u>Financial Matters:</u></p> <p><u>1. Clerks Salary</u></p> <p>The National Joint Council (NJC) agreed a new pay award. This will result in back-pay for the two Clerks:</p> <ul style="list-style-type: none"> Sue Bond £124.80 Chris Stirland £10.40 <p>These payments will be made in May</p> <p><u>Resolution:</u> Philip Springate proposed acceptance of the pay award and payments. Seconded by Pam Akerman. All Councillors voted in favour</p> <p><u>2. Insurance</u></p> <p>The Annual insurance is due on 1st June 2022 and as the next council meeting is on 31st May, the Councillors were requested to approve the renewal. In addition, the insurance company has made an offer to the Parish Council that in return for a written commitment, would freeze the current premium for three years.</p> <p>The Chairman proposed the Council approve the payment and accept the 3-year deal. This was seconded by Anita Heatley. All Councillors voted in favour.</p> <p><u>3. Cheques for Signatures</u></p> <table border="1"> <thead> <tr> <th>Payee</th><th>Amount</th><th>Reason</th></tr> </thead> <tbody> <tr> <td>Mrs S Bond</td><td>£648.25</td><td>Clerk April Salary</td></tr> <tr> <td>Mr C Stirland</td><td>£627.32</td><td>New Clerk April Salary</td></tr> <tr> <td>Community Centre</td><td>£300.00</td><td>CC Jubilee Contribution</td></tr> <tr> <td>Community First</td><td>£40.00</td><td>Membership Renewal</td></tr> <tr> <td>Mrs S Bond</td><td>£37.81</td><td>Clerk Final Expenses</td></tr> <tr> <td>Gallagher</td><td>£541.24</td><td>Insurance Renewal</td></tr> </tbody> </table> <p><u>Resolution:</u> William Lack proposed acceptance of the cheques. Seconded by Phil Springate. All Councillors voted in favour.</p> <p><u>4. Total Cash & Investments</u> to end of March 2022 - £30,603.41</p> <p><u>5. Precept</u> - The Clerk advised the Precept for 2022-2023 H1 (£10,203.00) had been received.</p> <p><u>6. VAT Refund</u> - The Clerk confirmed this year's VAT refund (£1,026.15) had been submitted</p>	Payee	Amount	Reason	Mrs S Bond	£648.25	Clerk April Salary	Mr C Stirland	£627.32	New Clerk April Salary	Community Centre	£300.00	CC Jubilee Contribution	Community First	£40.00	Membership Renewal	Mrs S Bond	£37.81	Clerk Final Expenses	Gallagher	£541.24	Insurance Renewal	
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2022/76 Items for Note	<p><u>1. Dog Fouling</u></p> <p>Councillors noted there appears to have been an increase in the amount of 'doggy do' around the village. Not only is it deeply unpleasant, it is dangerous. Whilst rare, contact with dog excrement can cause toxocariasis – a nasty infection that can lead to dizziness, nausea, asthma and even blindness or seizures.</p> <p>The Clerk to place a note in Spotlight</p> <p><u>2. Change of Parish Council Meeting Start Time</u></p> <p>Councillors agreed to an earlier start time of 7pm for future Parish Council Meetings. Clerk to contact the Community Centre to arrange earlier access.</p> <p><u>3. Annual Parish Council and Annual Parish Meetings</u></p> <p>The Annual Parish Council and Annual Parish Meetings are both scheduled to take place 5th May.</p> <ul style="list-style-type: none"> • Annual Parish Council Meeting 7pm • Annual Parish Meeting 8pm <p><u>4. Clerks Retirement</u></p> <p>The Chairman thanked the outgoing Clerk, Sue Bond, for her support during her time with Seend PC and presented her with a gift from the parish councillors.</p>	<p>Clerk</p> <p>Clerk</p>
2022/77 Date of next meeting	The Chairman thanked everyone for coming and closed the meeting 9.55 pm. The date of the next meeting is 31 st May 2022	

T.C. James

Terry James (Chairman)
Date: 31st May 2022

T.C.