

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 29<sup>th</sup> June 2021. This meeting was held in the Community Centre.

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

Also Present: Sue Bond (Clerk) and Councillor Tamara Reay.

Councillor Vacancies – Q&A session	A Q&A session had been organised inviting members of the Parish who might be interested in filling the 3 Councillor vacancies. One member of the Parish attended. Councillors spoke of outlined what was involved in being a Councillor and answered questions from the parishioner.	
Agenda Item		Action
2021/93 Apologies	There were no apologies for absence	
2021/94 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.	
2021/95 Local Councillor Matters	1. Councillor Reay reported that the 2 <sup>nd</sup> consultation on the Melksham Bypass route options had been launched at the Melksham Area Board meeting on 23 <sup>rd</sup> June.  2. She reported that the Hills Recycling Centre booking system would be dropped from 19 <sup>th</sup> July. The booking system implemented during lockdown had had a mixed response. The older retired population liked it, whilst those younger and working members of the public preferred to be just able to turn up.  3. Boundary Commission have begun the consultation process for revising the parliamentary boundaries to come into effect from 2023. This would greatly impact Devizes and the surrounding area, and so may affect Seend Parish. Councillor Reay, said that the Parish Council may want to look at the proposals being made and send in a comment. Councillor Reay said she would let the Clerk have the details. The first consultation period ends on 1 <sup>st</sup> August.  4. Councillor Reay said that Seend should sign up for the Wiltshire Council press release service.	Councillors & Clerk  Clerk
2021/96 Minutes of the Previous Meetings	1.1 The Minutes of the meetings held on 25 <sup>th</sup> May had been circulated to all Councillors.  1.2 One very minor correction was requested for minute no: 2021/82.1.3 and the clerk confirmed that she had corrected the date for the next CATG meeting.  1.3 <b>Resolution:</b> Acceptance of the Minutes of the meeting held on 25 <sup>th</sup> May as an accurate record was proposed by Mrs A'Bear and seconded by Mrs Vince. All Councillors voted in favour.	
2021/97 Matters Arising Not Already on the Agenda	1. <u>Noticeboard</u> – This has been delivered but not yet put in place.  2. <u>Phone Box, Seend Cleeve</u> – The clerk reported that there had been no response to the request for volunteers to help paint the phone box following the mention in Spotlight  3. <u>Milestone</u> – The paint has been ordered and delivered but not yet collected by the Parish Steward.  4. <u>1Sandridge Solar Farm Community Benefit payment 2021</u> – The Clerk reported that the churchwarden, Len Murray, had sent in a request for some of the money to be used to purchase two new flags for Seend Church. Mr Murray also thanked the Parish Council for the £500 contribution to the	

	<p>repainting of the church clock. He asked if a further donation could be made as the cost of the repainting was higher than originally quoted. There were also a number of other items in need of conservation and maintenance.</p> <p>4.2 Councillors felt that the Parish Council already give an annual donation for the churchyard and church maintenance, but a response should be sent that it would be considered when we know how much the community payment is likely to be when it is received in the Autumn.</p>	Clerk
2021/98 Highways	<p>1.1 <u>Bus Shelter top of Bollands Hill</u> – The Clerk reported that the Devizes Area Board had approved the request for a £1,000 grant to help pay for the full repair of the bus shelter. Mr Lack said that he had spoken to the owner of RHW Engineering who had assessed the shelter for a simpler repair without replacing any parts, and concluded that it would be a much more complex repair than envisaged. The Clerk also read out an email from GW Shelter Solutions who raised concerns that the integrity of the shelter would be compromised by a simpler straightening out of the damaged legs as there were a lot more parts that would still need to be replaced.</p> <p>1.2 <u>Resolution</u>: The Chairman proposed that we choose GW Shelter Solutions to repair and replace all the damaged parts of the shelter as per the £2657 quote given. With the £1,000 grant the PC would only pay £1657. Mr Lack seconded this course of action. All Councillors voted in favour.</p> <p>2.1 <u>CATG - Crossing point on A361 between Inmarsh Lane and Spout Lane</u>. The Clerk had contacted the Devizes Highways Traffic Engineer to clarify the cost of the high friction surface and the percentage that the Parish Council would be expected to pay. He confirmed that the ball park figure for the high friction surface would be £2,000 and the sign £600. He also confirmed that the PC contribution would be 25%. This means that the total cost to the PC would be approx £650.</p> <p>2.2 <u>Resolution</u>: Mrs Vince proposed that we ask for both the high friction surface and single sign. This was seconded by Mrs Heatley. All Councillors voted in favour. The Chairman and Clerk to report the decision back to CATG.</p> <p>3. <u>CATG The Bell request for safety barrier</u> – Councillor Reay reported that she had been in further correspondence with the Devizes Highways Traffic Engineering Manager regarding how the property owner and the PC can resolve the need to protect the property from traffic accidents. She said that she hoped to arrange a site visit with him and asked if some of the Councillors would attend the meeting when it was set up. The Chairman said that this would be a good idea.</p> <p>4.1 <u>Police traffic survey</u> – Following the traffic survey undertaken by the Police, a letter had been sent to residents giving the feedback from Wiltshire Highways to the concerns raised by parishioners. Mrs Heatley said that the responses from Highways confirmed the difficulties that the PC faced when trying to get highway improvements.</p> <p>4.2 The Clerk read out an email from a parishioner who pointed out some inaccuracies with some of the responses from Highways regarding the criteria for 20mph zones and HGV traffic. The parishioner pointed out that Seend High Street was predominantly residential and should meet the criteria. He also said it was inaccurate to describe Seend High Street as “part of the authorities principal network” Signs at both Seend Fork and Semington A350 roundabout indicates this is not a freight route, but is widely ignored. He said that if a 7.5 tonne limit except for access was introduced, it would make a huge difference to the quality of life for those residents.</p> <p>4.3 Councillor Reay and several Councillors concurred with the viewpoint of the parishioner.</p> <p>4.4 Councillor Reay said that the problems with speeding and the high volume of HGV traffic faced by Seend Parish, were also an issue for many of the other parishes that she now represents. She said that she would like to pursue these concerns with Wiltshire Highways, but needed to</p>	<p>Chairman and Clerk</p> <p>Councillors</p>

	<p>understand the facts to see what options can be pursued. She would like to have a meeting with Councillors to understand the issues and the history of what has been requested in the past. To be arranged.</p> <p>5.1 <u>Request for highways meeting</u> – a parishioner had sent in a request for the PC to set up a meeting with Wiltshire Highways, the police, Councillor Reay and parishioners. He could not attend the PC meeting, but would like to speak at the July meeting.</p> <p>5.2 Councillors said that it was not clear from the request what the parishioner actually wants to achieve from the meeting. It was agreed, he should be asked to send in a more detailed request outlining the highway concerns he has before coming to the July meeting. Clerk to contact him.</p> <p>6. Councillor Reay met with a parishioner to discuss her concerns about the safety of walking to school from Seend Cleeve. The crossing point at the top of Bollands Hill was in the wrong place as traffic travelling from the crossroads was obscured by the bend. The flashing lights were not working, but Councillor Reay has now reported these through MyWiltshire She plans to speak to Seend School to find out what travel plan they have and will then review the situation.</p> <p>7. <u>Melksham ByPass</u> – launch of 2<sup>nd</sup> consultation. It was agreed that the Parish Council would need to send in a formal response. It was suggested that an on-line zoom meeting should be arranged so that the Councillors could hear the views of parishioners. This would help the Parish Council to prepare their response. A date of Tuesday 13<sup>th</sup> July at 7pm was agreed. The Clerk to advertise this on Facebook, website and noticeboards.</p>	<p>Councillor Reay</p> <p>Clerk</p> <p>Clerk</p>
2021/99 Police Matters	<p>The following incidents have been reported:</p> <ul style="list-style-type: none"> <li>• 31 May at 17.25 in Sells Green there was a 2 vehicle collision – one driver suffered an arm injury and taken to hospital.</li> <li>• 2 Jun a 18.30 in Seend Cleeve a vehicle was seized – the driver did not hold a substantive licence.</li> <li>• 10 Jun at 17.17 at Turnpike Cottage, Inmarsh, there was a three vehicle collision – minor injuries.</li> <li>• 21 Jun at 19.16 in Seend, an electric scooter was stolen from a dwelling garage.</li> </ul>	
2021/100 Neighbourhood Plan	<p>1. Mrs A'Bear said that she had nothing to report. They were still in the 6 week period where the public has an opportunity to object to the Referendum decision.</p> <p>2. Mrs Vince had got a quote for the printing of 10 copies of the plan, both with and without a laminated cover. It was suggested that she get a further quote for 20 copies with a laminated cover.</p>	Mrs Vince
2021/101 Planning Applications	<p>1. <u>Planning Updates</u> – The Park Farm planning application for 11 houses (10 affordable and 1 self-build) has been approved.</p> <p>2. The planning sub-committee discussed and agreed responses for two planning applications whose deadline for comments were before this PC meeting.</p> <p><u>2.1 PL/2021/05352 Wesley Cottage, Seend</u> Proposal: Holly (T1) - 4-5m height reduction to previous pruning points, due to proximity to building and BT Line. <u>Response:</u> In favour of this application being approved.</p> <p><u>2.2 PL/2021/05558 - Rose Cottage Farm, Sells Green</u> Proposal: Notification for Prior Approval Under Class Q - Conversion of Agricultural Building to form 1 Dwelling and for Associated Operational Development. <u>Response:</u> Support with a condition placed on it that the new property should remain ancillary to the main house and that the visibility splay must be as recommended.</p> <p>3. The Parish Council had been sent details of an application by Caen Hill Marina for 10 camping pods (Application Ref 21/02406/FUL) It was a</p>	

	<p>courtesy notification as whilst close to Seend it is not in our parish. The Councillors did not have any strong views on the application and it was agreed that there was no need to send in a comment.</p> <p>4. <u>Application Ref: PL/2021/05283</u>  Site Location: Land at A361, Trowbridge Road, Seend  Proposal: Change of use of regraded agricultural land to create an additional Gypsy/Traveller Pitch consisting of a Static Mobile Home with hardstanding for parking, a septic tank, together with the Retention of a '\Portacabin\' storage unit.</p> <p>4.1 This application did not arrive in time for the Parish Councillors to properly discuss at the meeting, and for parishioners to be made aware of it. As the deadline for comments was 30<sup>th</sup> July it would be discussed and a comment agreed at the July meeting. Councillors agreed that parishioners should be made aware of the application so they had an opportunity to send in their own comments.</p> <p>5.1 <u>Planning Correspondence – Re The Bell, planning conditions regarding the Louvre shutters.</u> The clerk had been copied into a letter from the owner of the Bell to the Listed Building Planning Officer requesting that the condition placed on the planning approval that the <i>louvers to the openings of the former “brewhouse” should be reinstated in accordance with the approved plans.</i> The owner outlined the problems with this condition as it would have an impact on light into the building and cause a significant heat loss. Her heritage carpenter had offered an alternative solution <i>“the mechanism could be restored but fixed in position. Then the gaps can be sealed and the shutters restored at a fixed angle”</i></p> <p>5.2 As the Parish Council was concerned more with the aesthetics of the louvers being restored than their actual working, it was agreed this would be a good compromise.</p> <p>5.3 <u>Resolution:</u> Mr Lack proposed that the Parish Council write to planning supporting the carpenter’s suggestion that the mechanism be restored but fixed in position. This would still meet the condition of preserving the character and appearance of the listed building recommendation. Mrs Vince seconded the motion. All Councillors voted in favour. Clerk to action.</p>	Clerk
2021/102 Correspondence	<p>1.1 The Clerk had been contacted by a parishioner who was considering the purchase of some of the land that ANT had planned to purchase near Bollands Hill. As this was close to the old quarry off School Road that had been used as a landfill site in the past, he was concerned about the safety of the site and that the company who was responsible for the landfill should be made to clean up the site.</p> <p>1.2 Councillors said that this was a matter for the resident to investigate, not the Parish Council. That they should speak with the landowner and Wiltshire Council’s environmental health department. It was also mentioned that ANT had done it’s own environmental assessment and must have deemed it was safe to purchase land next to it. Clerk to respond to the parishioner.</p>	Clerk
2021/103 Internal Audit Report	<p>1.1 The Clerk had circulated the Internal Audit report prior to the meeting. It was a good report that confirmed all the council’s accounting procedures and governance conformed to best practice.</p> <p>1.2 There was just one recommendation relating to the Clerk’s salary. <i>The NJC pay award for 2020-21, backdated to 1<sup>st</sup> April 2020 had not been applied. The Council should calculate the back pay due to the Clerk from 1<sup>st</sup> April 2020 and ensure that future NJC pay awards are promptly applied.</i></p> <p>1.3 <u>Resolution:</u> Mr Lack proposed that the Clerk’s monthly pay amount be adjusted to recoup the shortfall of the previous financial year (total shortfall was £193.44). Seconded by Mrs Heatley. All Councillors voted in favour</p>	
2021/104 Devizes Area Board	<p>Mr Williams and the Clerk listened into this on-line meeting on 21<sup>st</sup> June. Partner updates were given by Devizes Town Council, Devizes Indie group (supporting independent shops) and a Devizes cycling initiative. An interesting talk by the National Grid who are working on a Visual Impact Provision project to get rid of 13 overhead pylons and put cables underground. This is in the Roundway area. Various Grant applications were approved including our grant application for £1,000 for the repair of the</p>	

	bus shelter on Bollands Hill.																									
2021/105 Financial Matters	<p><u>Financial Matters:</u></p> <p>1. <u>Cheques for signature</u></p> <table> <tr> <td>Auditing Solutions</td> <td>£336</td> <td>Internal Audit</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£ 25</td> <td>Update of NP website</td> </tr> <tr> <td>Greenbarnes Ltd</td> <td>£761.75</td> <td>Noticeboard</td> </tr> <tr> <td>Water2Business</td> <td>£ 30.94</td> <td>Allotment water bill</td> </tr> <tr> <td>SLCC</td> <td>£130.00</td> <td>Clerk membership renewal</td> </tr> <tr> <td>Mrs S Bond</td> <td>£ 686.87</td> <td>Clerk June salary</td> </tr> <tr> <td>Mrs S Bond</td> <td>£127.73</td> <td>Clerk expenses</td> </tr> <tr> <td>Mrs S Bond</td> <td>£75.40</td> <td>Paint for milestone renovation</td> </tr> </table> <p>1.1 <u>Resolution:</u> Mr Wiltshire proposed acceptance of the cheques. Seconded by Mrs A'Bear. All Councillors voted in favour</p> <p>2. <u>Bank Reconciliation</u> to end of May 2021 - £ 33,373.98.</p> <p>3. <u>Banking checks</u> – Mrs A'Bear asked the clerk to arrange a meeting for her to do the quarterly check to make sure the bank statements and P&amp;L accounts spreadsheet tallied.</p>	Auditing Solutions	£336	Internal Audit	Camelot Media Ltd	£ 25	Update of NP website	Greenbarnes Ltd	£761.75	Noticeboard	Water2Business	£ 30.94	Allotment water bill	SLCC	£130.00	Clerk membership renewal	Mrs S Bond	£ 686.87	Clerk June salary	Mrs S Bond	£127.73	Clerk expenses	Mrs S Bond	£75.40	Paint for milestone renovation	Mrs A'Bear & Clerk
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2021/106 Co-option of Councillors Schedule	A schedule was agreed for the advertising of the 3 Councillor vacancies and in which PC meeting the Co-Option should take place. It was agreed that the vacancies should be advertised in the August issue of Spotlight, as well as put on the website, noticeboards and Facebook, with a deadline for applicants of 1 <sup>st</sup> September and for the Co-Options to take place at the 28 <sup>th</sup> September PC meeting.																									
2021/107 Items for Note	<p>1. <u>SEEN44</u> bridleway - Mrs Vince had been to see what the issue was with the bridleway close the The Darrells. She couldn't see what the problem was with the bridleway as all seemed to be in order.</p> <p>2. <u>Parish Steward</u> – Mrs A'Bear suggested that the Parish Steward should be put on the agenda each month to make people aware of the service. She said that the hedge by the C20 where the towpath crosses needed to be cut to improve visibility. This would be put on the Parish Steward's task sheet. Mrs Heatley asked for the link path between Dial Close and Rusty Lane be cut back.</p> <p>3. <u>Open Gardens</u> – Mr Lack said that as well as the Manor House being open for the Seend Open Gardens event on weekend of 10<sup>th</sup>/11<sup>th</sup> July, it was also open during the weekend of 3<sup>rd</sup>/4<sup>th</sup> July as part of the National Garden Scheme, and the gardens were looking spectacular at the moment so urged Councillors to visit it this weekend as well</p> <p>4. <u>Drain in Spout Lane.</u> Mr Wiltshire said that the drain between Nos 50 and 51 Spout Lane was full of rubbish and needed to be cleared. To be put on the Parish Steward's task sheet.</p> <p>5. <u>Verges – Stocks to Seend footpath and Seend Cleeve.</u> Mr Wiltshire asked if a thank you letter can be sent to Jamie Hiscocks as he cut the grass verge on the Stocks to Seend footpath. The Clerk thought this had been done by Wiltshire Council. The Chairman said that Mark Newman (Rew Farm) had cut the verge at the bottom end of Seend Cleeve. Agreed thank you letters should be sent to both.</p> <p>6. <u>Boundary hedge between the Lye field and the Lye</u> was in desperate need of cutting. Residents had complained to Aster. The Clerk said that she had also contacted Aster on behalf of a resident who had contacted her. The hedge needs more than a trim as it has been encroaching the pavement for some years.</p> <p>7. <u>Bus Consultation launched</u> which asks elected members of Wiltshire Council, city, town and parish councils to provide suggestions on what schemes might be considered in order to improve and enhance public transport in Wiltshire. Mr Williams asked if we could submit a request that the bus service from Devizes to Bath which stops along the A365 at Sells Green should also make the occasional small diversion to include Seend High Street. This would be beneficial to those parishioners who find it too far to walk down to Sells Green to catch the bus to Bath. This was agreed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																								

	<p>8. <u>Sign at New Buildings</u> – the Clerk had asked for the Parish Steward to repaint this as he had done with other signs around the parish but was told it was too far gone to restore. A replacement sign would cost £120. As a new road sign was installed last year on the road side just before New Buildings, Councillors felt there was not the need to pay for a new sign by the houses as well. It was suggested that the residents may wish to repaint it themselves. Mr Williams to contact one of the residents.</p> <p>9. <u>Best Kept Village Competition</u> – Seend came second in the large village category for Kennet villages. Ramsbury came first.</p> <p>10. <u>Clerk Salary and hours worked</u> – this was still being looked into.</p> <p>11. <u>Allotment water supply</u> – Mr Williams said that there had been a request from some of the allotment holders for a standpipe to be installed by the water trough, so that hoses could be used. He said that the tenants were willing to pay the extra cost of the installation and water usage. Councillors expressed concern as to how this could be administered fairly. Further thought needed to be given to the suggestion.</p> <p>12. <u>Footpath No: 37 near Seend Head</u> - The Chairman said that this path was severely overgrown and needed to be cut by machinery as it was too big a job for volunteers. As this path was on the boundary of Keevil and Semington Parishes, the Clerk to write to them.</p> <p>13. <u>Archiving of Minutes</u> – The Clerk reported that she had taken all old original copies of the minutes up to 2018 to the Wiltshire &amp; Swindon History Centre for archiving. She had scanned all the typed up minutes from 1992 to present day and had these on the Clerk's computer.</p>	<p>Mr Williams</p> <p>Clerk</p>
<p>2021/108 Date of next meeting</p>	<p>The Chairman thanked everyone for coming and closed the meeting at 22.07.</p> <p>The date of the next meeting is 27<sup>th</sup> July 2021</p>	

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Terry James, Chairman, Date: 27<sup>th</sup> July 2021