

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 28th March 2023. This meeting was held in the Community Centre.

Present: Mrs Anita Heatley Mrs Pamela Akerman, Mr Jamie Halliday, Mrs Jackie Hamblin, Mrs Bridget Johnstone, Mr John Williams, Mr Martin Wiltshire

Also Present: Clerk, and 5 Parishioners

Agenda Item	Detail	Action
2023/039 Apologies for Absence	Mr Terry James, Mr William Lack, Mr Phil Springate, Cllr Tamara Reay	
2023/040 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.	
2023/041 Local Councillor's Matters	Cllr Reay provided the following updates on local matters: Opportunities for Wiltshire-based businesses to supply goods and services to Wiltshire Council. The Council is holding two workshops that will explain how the council buys what it needs, allowing local businesses to get greater access to sell their goods, works, and services and encouraging businesses to bid for Wiltshire Council contracts. The workshops are scheduled for 20 & 27th April. For further information please contact the procurement team at Wiltshire Council procurementunit@wiltshire.gov.uk Funding for Council Housing upgrade Wiltshire Council secured ~£3.6m of Government funding, which will help increase the energy efficiency of existing housing in the county. It will be spent on retrofitting up to 210 Wiltshire homes by March 2025, supporting the council's ambition for the county to be carbon neutral by 2030. In 2021, the council secured ~£550,000, which was used to improve 90 of its least energy efficient council homes. This additional funding will allow the council to support retrofits for owner occupied and privately rented homes that are not connected to mains gas and are EPC band D-G subject to household income levels. £2 single bus fare promotion has been extended until 30 June. The promotion, which began on 1 January, has been very popular in Wiltshire, with one bus operator in the county seeing more than 70,000 reduced-fare trips in the first month. The extended fare price reduction, which is aimed at getting more people to use buses during the current cost of living challenges, means that Wiltshire bus users can travel on most routes in the county for just £2 or less for a single fare.	

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2023/042 Minutes of the Previous Meeting	The Minutes of the meeting held on 28th February 2023 were circulated to all councillors. Acceptance of the Minutes of this meeting as an accurate record was proposed by Bridget Johnstone and seconded by Pamela Akerman. All remaining councillors present voted in favour. A shortened version of the minutes will be placed in Spotlight.	Clerk
2023/043 Matters Arising Not Already on the Agenda	Defibrillator Support Jamie Halliday agreed to take on the weekly checks of the Defibrillator at the Brewery. The Clerk arranged a familiarisation session for Jamie who has arranged the same for Phil Springgate on 29th March. Row Lane Stile The land owner has repaired the stile and pedestrians have been seen using it.	Jamie Halliday/ Phil Springgate
2023/044 Items for Discussion from Members of the Parish	Surface Water in Seend High Street There has been ongoing correspondence between a parishioner, Wiltshire Council and the Parish Council. The issue was first reported in August 2022. Wessex Water reported that the water is unchlorinated meaning that the leak is not from a fresh water main but were unable to determine if the water is from a leaking sewage pipe or another source. An on-site survey has been arranged overnight 28th March. Following this visit, arrangements will be made to carry out an excavation in the highway to try to trace the source. The excavation, will require the permission of the Council Highways department for a road closure. This could take up to three months for permission to be granted. Residents expressed concern the water could be contaminated. This could be a potential health hazard for the pedestrians and many children walking to/from school. It also makes it an unpleasant experience for mobility scooters. In addition, due to excess water now flowing into a drain ~ 75 meters from the source location, the stone work surrounding the drain has started to break up causing a further issue. The Clerk to write to Highways, Wessex Water and Cllr Reay to try and expedite matters.	Clerk
2023/045 Local Highways & Footpath Infrastructure Group (LHFIG)	Local Highways & Footpath Infrastructure Group (LHFIG) The Clerk has tried to contact LHFIG to see if a meeting can be arranged to agree a way forward but no response has been forthcoming. The Clerk to contact Cllr Reay for assistance Seend Cleeve Northern Extension of 30mph speed limit The extension of the existing 30mph speed envelope NE from Seend Cleeve to include the new affordable housing development (11 Dwellings) needs to be implemented before new residents arrive. There is no footpath on this stretch of road which includes a blind bend and traffic can legally travel up to speeds of 60mph. LHFIG refused to include this as an agenda item in their April meeting, preferring instead to delay its discussion until July. Residents are expected to move in at the beginning of September. This is making the Community Land Trust nervous as the entrance splays are not designed to cope with an	Clerk

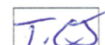
Agenda Item	Detail	Action
	entrance on to a 60mph carriageway. The Clerk to liaise with Cllr Reay to see if this item can be included in the LHFIF April meeting. Bollands Hill Freight Assessment and Priority Mechanism (FAPM) LHFIF have responded to the Council's request for vehicle restrictions on Bollands Hill. Their response refers to the two alternative routes for large vehicles via either the A365 Sells Green and Seend or Melksham, A350 / A361. Whilst it notes that diverting such vehicles away from Bollands Hill could impact communities along these alternative routes LHFIF indicates the vast majority of the large vehicles using Bollands Hill are less than 18T. Therefore, the impact on the alternative would be marginal. It was noted many of the larger vehicles were the same vehicles that were seen travelling through Worton, hence it might be appropriate for LHFIF to review both locations as a combined project. The reply detailed the Freight Assessment and Priority Mechanism (FAPM) process in some detail including the fact Bollands Hill has not been included in this process since 2016. For Bollands Hill to be considered for vehicle restrictions Highways would require a comprehensive study and survey via their appointed highway consultants costing £20k. Given the strength of opinion from local residents and recent damage to private property along this road, Councillors agreed this issue should remain on LHFIF's agenda. The Chairman/Clerk to request this at the next LHFIF meeting. The Stocks Advanced Direction Signage (ADS) The proposed Stocks upgrade comprises deployment of: • A junction warning sign with a supplementary "reduce speed now" plate. • A new nameplate These signs will be placed east of the junction to Seend Cleeve. The Clerk to advise LHFIF that the Council supports their deployment and will fund the cost up to a maximum of £2,000 as detailed in their report. Broad Lane The occupants of Cherry Tree Farm volunteered to remove items left on the verge in the vicinity of the farm and repair some potholes. The repair of potholes in the bridleway should be agreed with Wiltshire highways. Concerns were raised regarding the use and general state of the lane, verges and access to adjoining land. The Clerk to see if a meeting could be arranged between Wiltshire Council and those who have concerns. Rusty Lane It was noted the new surface does not reach the lower end of Rusty Lane adjacent to the Canal. The path is puddled and muddy. The Clerk to request the Wiltshire Council Rights of Way and Countryside Team to revisit this part of the Lane with a view to extending the new surface to the end of the Lane.	Tamera Reay / Clerk Chairman/ Clerk Clerk Clerk / Wiltshire Council Clerk

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	Bradley Lane Wiltshire Council Rights of Way Team have advised that they can assist with the surface upgrade of Bradley Lane. The expected cost is likely to be between £4-£5k. Jackie Hamblin proposed the Council fund up to £5k (an increase of £3.5k to the current earmarked reserve) in the next financial year towards the cost of the upgrade. This was seconded by John Williams and all Councillors present voted in favour. The Clerk to advise the Wiltshire Council Rights of Way and Countryside Team and provide details of who co-owns part of the lane. Speedwatch Two volunteers have completed the necessary training. However, to operate the Speedwatch campaign, five trained volunteers are required. Training at Trowbridge Police Station has been suspended. On-Line Training has not proved to be an acceptable alternative solution hence the campaign will be delayed until a workable training scheme can be deployed. The next LHFIFG meeting is 18th April 2023. The Chairman and Clerk to attend.	Clerk Chairman/ Clerk
2023/046 Neighbourhood Plan	Landscape Buffer between Seend & Bowerhill There has been a discussion with Melksham Without PC. However, there is nothing to report at the moment. They will contact us when we need to contribute/respond to further consultations.	
2023/047 Planning Matters	PL/2023/01320 - Elm Cottage, Seend Hill - Single storey extension to rear/side of property Resolution: Jamie Halliday proposed this application be approved. This was seconded by Jackie Hamblin. All remaining councillors present voted in favour. PL/2023/01695 - Dormer Cottage, Seend Cleeve, Erection of garden room, associated facilities & raised deck area. Resolution: Bridget Johnstone proposed this application be approved. This was seconded by John Williams. All remaining councillors present voted in favour. PL/2021/08918 – It has been noted that vehicles and material associated with this development have at times restricted access along Spout Lane. Bridget Johnstone has kindly offered to accept some deliveries / parking on her land to try and alleviate the issues being caused.	Clerk Clerk
2023/048 Sandridge Solar Community Benefit Payment	The possibility of installing an additional cycle rack adjacent to the East Bound Bus Shelter at Sells Green was discussed. The Clerk and John Williams to arrange a date to complete the installation.	John Williams/ Clerk
2023/049 Devizes Area Board	Pamela Akerman had previously circulated notes from the last meeting 6th March 2023. These are summarised below. There is an ambition for Devizes to become carbon neutral by 2030. 45% of carbon emissions are from vehicle transport. To reduce this figure, it was proposed that residents could be encouraged to avoid unnecessary travel (e.g., working from home), change their mode of local travel (e.g., more	

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	cycling and bus use) and move towards more sustainable modes (e.g., electric vehicles). School travel contributes an additional 45% traffic in rush hour hence there is a need to focus on school travel plans such as 'Walking Buses' that have been implemented in some local communities. Devizes Station Network Rail is undertaking a study with Wiltshire Council and other local partners, to investigate the infrastructure requirements of a potential station which is expected to be issued this spring. Electric charging points There is only one point installed in Devizes and unfortunately it is not working. Devizes needs to plan for more charging points of sufficient capacity for new technologies. Discussion workshop This focussed on reducing car journeys in the Devizes Community Area. Discussions covered 3 topics: • Reducing car journeys to schools, • Reducing car journeys into Devizes, • Sustainable transport connections to villages and other towns. There was further discussion on the need for better cycling routes in and around Devizes and improvements/maintenance required to canal towpath in both directions from Devizes to make it a better cycling route. Update on Cost of Living. A briefing note summarising sources of information and support and actions taken by Wiltshire Council and partners was shared with attendees. Upcoming Event Event "Keep Devizes Moving" event at Corn Exchange 1st April. The next Devizes Area Board meeting will take place on 19th June 2023	Pam Akerman / John Williams
2023/050 Items of Correspondence	Get to know your Village Day The Community Centre is considering a "Getting to know your community evening" to encourage parishioners to become involved with and support local village groups. Councillors agreed they would like to support this event. The Clerk to reply to the organiser. Seend Bottle Banks Seend used to have a bottle bank collection site outside the community centre and an enquiry has been made as to why it was removed. It transpires Wiltshire Council withdrew most of what they termed 'Mini-Recycling Centres' (Bottle Banks etc) from May 2014 leaving just 14 locations such as local Supermarkets. This has apparently saved the Council over £120k/year. The upgrading of Household recycling centres and improvements in door-door recycling collections have negated the need for Mini-Recycling Locations and there is no expectation they will be re-introduced.	Clerk

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	Seend Cleeve Sewage Spill Wessex Water agreed to share the results of their investigation scheduled for mid-march with the Parish Council. However, it transpires that a section of the sewer needs to be cleaned to complete the survey. Unfortunately, the recent wet weather has delayed this work and it is expected the Parish Council will receive an update prior to the next Council meeting. Councillor Development Bridget Johnstone will be attending the Councillors training course at Calne Town Hall, 12th April and will provide some feedback on the event.	Clerk Bridget Johnstone
2023/051 Parish Steward	The Clerk to request the Parish Steward undertake: • Clear leaves from Brick Bus Shelter in Sells Green • Cutting back bramble growth along LHS of the top of Perrys Lane • Repair the potholes in Rusty Lane • Drains to be cleared in Spout Lane	Clerk
2023/052 Annual Corporate Governance Questionnaire	The Corporate Governance Questionnaire has been completed and signed by the Chairman then circulated to all Councillors before this meeting. All agreed that the answers given were a true reflection of the Council's actions during the financial year. <u>Resolution:</u> Jamie Halliday proposed and Martin Wiltshire seconded the approval of the completed Corporate Governance Questionnaire. All Councillors present voted in favour. The Clerk to send the Questionnaire to the Internal Auditors.	Clerk
2023/053 Councillor Vacancies	There is a strict policy for the fulfilment of Council Vacancies. A Vacancy can only be advertised <i>after</i> an existing Councillor has stood down. Wiltshire Council has to be notified of the Vacancy and they issue a formal notice that has to be displayed within the Parish for a period of 21 days. During this period if ten or more parishioners wish to request an election, they have to inform the Returning Officer at Wiltshire Council by the deadline given on the vacancy notice <i>not</i> the Clerk. The Returning Officer will advise the Parish Council if an election has been requested. If not, the Parish Council can fill the vacancy through co-option. The Parish Council has one vacancy advertisement outstanding and is awaiting confirmation from the Wiltshire Council Elections officer that it can proceed with a co-option after 30th March 2022. Anita Heatley has formally announced her retirement. Wiltshire Council has advised that her vacancy will be advertised after her departure on 25th April 2023.	

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2023/054 Clerk Matters	a) 2023/24 Home Allowance update As part of the Council's contract of Employment, the Clerk is entitled to a home allowance payment based on their council tax payment. Following Wiltshire Council's revised tax payments for 2023-2024, the Clerks Home Allowance will rise by £1.83/month from 1st April. John Williams proposed the home allowance adjustment for 2023-2024 be paid with effect from 1st April 2023. This was seconded by Bridget Johnstone. All Councillors present voted in favour. b) 2022-2023 Holiday Pay The Clerk is allowed 21 days Holiday each year. In the period 2022-2023, the Clerk used 7 days: (28th June, 18th- 20th July and 25th-27th July. The Clerk would like to exercise the contractual option to take 5 days leave into the period 2023-2024. Bridget Johnstone proposed that the Clerk could carry 5 days annual leave into the period 2023-2024. This was seconded by John Williams. All Councillors present voted in favour. c) Clerks Qualification It was noted the Clerk had successfully obtained the SLCC Certificate in Local Council Administration (ILCA) this is a step towards the Parish Council being able to obtain General Power of Competency (GPA). It was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives the Council the power to do anything an individual can do provided it is not prohibited by other legislation.																
2023/055 Financial Matters	a) Cheques for Signature <table border="1"> <thead> <tr> <th>CHEQUE PAYEE</th><th>AMOUNT</th><th>REASON</th></tr> </thead> <tbody> <tr> <td>Mr C Stirland</td><td>£679.32</td><td>Clerks Salary</td></tr> <tr> <td>Mr C Stirland</td><td>£106.65</td><td>Clerks Expenses (Feb-March)</td></tr> <tr> <td>Camelot Media</td><td>£18.00</td><td>New Mailbox for Jamie Halliday</td></tr> <tr> <td>Seend Trust Community Centre</td><td>101.25</td><td>Room Hire (Jan-March)</td></tr> </tbody> </table> Resolution: Jackie Hamblin proposed acceptance of the cheques, seconded by Pamela Akerman. All Councillors present voted in favour. b) Bank Reconciliation at end of February 2023, circulated to Councillors was £33,252.10 c) Bath Building Society & Lloyds Signatory changes. Martin Wiltshire proposed that Bridget Johnstone and Jackie Hamblin become signatories for Bath Building Society and John Williams becomes a signory for Lloyds Banks. This was seconded by Pamela Akerman. All Councillors present voted in favour. The Clerk to complete the Bank & Building Society form mandates with the new signatories.	CHEQUE PAYEE	AMOUNT	REASON	Mr C Stirland	£679.32	Clerks Salary	Mr C Stirland	£106.65	Clerks Expenses (Feb-March)	Camelot Media	£18.00	New Mailbox for Jamie Halliday	Seend Trust Community Centre	101.25	Room Hire (Jan-March)	Bridget Johnstone, Jackie Hamblin, John Williams, Clerk
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	d) Earmarked and General Reserves <table><tr><th>Earmarked Reserves</th><th>Amount</th></tr><tr><td>Neighbourhood Plan Reserves</td><td>£5,541.14</td></tr><tr><td>Highways - High friction surface</td><td>(£100.00)</td></tr><tr><td>Highways - Further road safety improvements at Bell Crossroads (LHFIG HIR)</td><td>£5,000.00</td></tr><tr><td>Highways - Road Infrastructure improvement at 'The Stocks'</td><td>£3,500.00</td></tr><tr><td>Highways - Bradley Lane - Surface upgrade</td><td>£1,500.00</td></tr><tr><td>Seend Lye Field Trustees - Mower contribution</td><td>£5,500.00</td></tr><tr><td>Microsoft Office</td><td>£59.00</td></tr><tr><td>Parish Council (four-yearly cycle) Election costs @£250/yr starting FY 2022-23</td><td>£250.00</td></tr><tr><td>HugoFox - Silver Membership September 22 onwards increasing @ £19.99/month</td><td>£119.94</td></tr><tr><td>Total Earmarked Reserves</td><td>£21,370.08</td></tr></table> General Reserve £11,327.40 Pamela Akerman proposed the amounts set aside of the Earmarked and General reserves be accepted. This was seconded by John Williams. All Councillors present voted in favour e) Quarterly Formal Sign-off of Accounts. John Williams proposed that Jamie Halliday who is a non-signatory on the Council's banking accounts would formally review and sign-off the Q4 accounts prior to the next meeting so they can be sent to the Internal Auditor. This was seconded by Pam Akerman. All Councillors present voted in favour. The Clerk to arrange a date to sign-off Q4 accounts. f) Precept Approval Minute Reference In the Nov 2022 Precept approval Minute (22/213) it was incorrectly Minuted as 2022/23. This has been corrected to 2023/24.	Earmarked Reserves	Amount	Neighbourhood Plan Reserves	£5,541.14	Highways - High friction surface	(£100.00)	Highways - Further road safety improvements at Bell Crossroads (LHFIG HIR)	£5,000.00	Highways - Road Infrastructure improvement at 'The Stocks'	£3,500.00	Highways - Bradley Lane - Surface upgrade	£1,500.00	Seend Lye Field Trustees - Mower contribution	£5,500.00	Microsoft Office	£59.00	Parish Council (four-yearly cycle) Election costs @£250/yr starting FY 2022-23	£250.00	HugoFox - Silver Membership September 22 onwards increasing @ £19.99/month	£119.94	Total Earmarked Reserves	£21,370.08	Jamie Halliday / Clerk
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2023/056 Items for Note	Annual Parish Council & Annual Parish Meeting The Annual Parish meeting will take place at the Irene Usher Hall on Thursday 16th May commencing at 7pm with the Annual Parish meeting commencing at 7.30pm. The Clerk to invite Cllr Tamara Reay, Clubs and Societies to attend the Parish meeting and give a report on their year's activities. Queens Green Canopy update Parishioners have planted over 300 trees around the parish. A big thank you goes to all those involved especially Georgina A'Bear who agreed to act as the local collection point for the deliveries.	Clerk																						
2023/057 Date of next meeting	The Chairman thanked everyone for coming & closed the meeting at 8.40pm The next meeting is scheduled for 25th April 2023 at 7pm.																							



Terry James (Chairman)
Date: 25th April 2023

Seend Parish Council Meeting Minutes

