

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26th July 2016, at Seend Community Centre.

Present: Mrs G A'Bear, Mrs T Carr, Mr T James, Mr P Manning, Mr K Rigg, Mr M Wiltshire and Mr M Wood (Vice-Chairman).

Also present: Cllr J. Seend, PCSO Helen Members of the public.

The Chairman opened the meeting by saying that Councillors will know that Cllr Joan Savage suffered a stroke a few days after the last Parish Council meeting, and died on 11th June. He said it had come as a shock, as Cllr Savage had been a member of the PC for a long time. She had also worked for Wiltshire Council, and was diligent about how the PC conducted its work. The funeral will take place on 8th July at 1.15 at St Peter's, Devizes. The Chairman also paid tribute to Mrs Carr and Mr & Mrs Heatley, who helped to organise matters after Mrs Savage was taken ill. The Chairman then asked for a few moments silence in remembrance.

Agenda Item		Action
2016/048 Apologies for Absence	Mrs G A'Bear, Mrs A Heatley and Cllr J Seed	
2016/049 Declaration of Lobbying	(i) The Chairman noted that, currently, only he, Mrs Heatley, Mr James and Mr Wood had completed the Register of Interests on line. Other Councillors should ensure that they have completed the on-line registration as part of the Localism Act.	G A'Bear T Carr P Manning K Rigg M Wiltshire
(i) Declaration of changes to the Register of Interests	(ii) Mr Murch declared his interest in Application Ref: 16/06055/TCA under agenda item 16 relating to removal of trees; also any discussion on Bradley Lane, as he has an interest as part-owner.	
(ii) Declaration of interest in items on the Agenda	(iii) The Clerk to check the Standing Orders to see if there is mention of having to leave the room whilst matters are discussed if an interest is declared.	Clerk
(iii) Requests for Dispensation		
2016/050 Police & Local Councillors Matters	Nothing had been received for this meeting from either Cllr Seed or the Community Police. The Chairman mentioned that Cllr Seed had been re-elected as Chair of Melksham Area Board earlier in June.	
2016/051 Items for discussion from members of the Parish Parking in Spout Lane	The Clerk had received a visit from Mr G Wiltshire, to complain about the number of cars now parking in Spout Lane, including blocking the entrance to one of his fields, despite notices. On one occasion he had counted 25 cars parked along Spout Lane from the canal to the end of the lane where it exits onto the A365. Mr Wiltshire asks if measures can be taken to restrict parking along the lane (apart from the designated lay-by). It was acknowledged that there are three areas of the village that are blighted by parked cars – by The Barge in Seend Cleeve, Bollands Hill and Spout Lane, and these all relate to the K&A Canal, as there are now a large number of boats with people resident on the canal rather than using the moorings, as they were intended, as visitor moorings. It was agreed to investigate a number of things:- <ul style="list-style-type: none"> To contact Cllr Seed to see if he has managed to speak with Claire Perry about the responsibilities of the C&RT. Whether herring-bone parking could be installed on land at The Barge – a site visit to be requested with the C&RT at all three sites; Mr James, Mr Rigg and Mr Wiltshire to attend (preferred time first thing on a Monday). To contact Highways to discuss the possibility of double yellow lines to restrict parking (next CATG meeting 21 July). 	Clerk Clerk Clerk
2016/052 Chairman's comments	<ul style="list-style-type: none"> Kevin Rigg and I met with Ric Ellinger and Steve Vaux, on the day following the last PC meeting. A copy of the points we raised with them is attached. It was a useful meeting and I agreed to support their application for funding, to enable repairs on the play equipment on the Lye Field, to be presented to the Area Board. We agreed that we would work towards improving the relationship between the PC and the LFC. Mark Wood and I attended the Area Board in the Assembly Rooms in Melksham. I spoke in support of the LFC bid and a grant of £750 was awarded to the LFC. The Area Board meeting was interesting. Topics included the Melksham 	

	<p>Campus development, election of members to posts, the Melksham Market Place re-development and the football club's new ground at Woolmore Farm as well as bids for funding.</p> <ul style="list-style-type: none"> As you will have noted I wrote to Aster Homes to ask for a definitive statement from them that we can use in discussions with the Parish. A copy of this is attached. I asked Rosemary to contact Persimmon Homes with a view to having a dialogue with them about Phil Cottle's land. Rosemary and I have not received a reply. There has been a suggestion that Persimmon may have had second thoughts about the site. I was not able to attend the Highways workshop on the 11 June. There was a reasonably good response with sixty plus people attending. I would encourage any Councillor who was unable to attend to respond under the generic headings. We have agreed to capture further comments based on the initial report and I would like the Highways sub-group to report to the PC at its October meeting. The Sub-group will provide a written report and update and amend their original publication to reflect the requests the PC made to them. <u>To note that Bruce Talmage will be leaving the village shortly.</u> You will note that Rosemary has helpfully produced a list of members of the PC with their current responsibilities. I would like all members to undertake responsibility for at least one area. I recognise that we have two vacancies to fill and we can ask the new Councillors to undertake at least one of these roles. There is no reason why responsibilities may not be shared. I do think we need to think how the responsibility for attending the CATG and the responsibility for highways can be integrated better. Thelma has given me a copy of the minutes of the last CATG meeting. I think these should be circulated to all PC members as they become available. Can we agree whether there is any scope for the Chair to take any decision between meetings that may also include a defined ceiling of expenditure? Or do we always have to wait for a monthly meeting of the PC. <u>Councillors agreed to wait for Council meetings to undertake business.</u> I asked Rosemary to contact St John Hughes to see if we could re-negotiate our share of the Sandridge Solar funds and the reply is that we cannot as the apportionment of funds has been agreed already. Rosemary has circulated information about the meeting in Worton concerning the C20. Cllr Whitehead, Cabinet Member for Highways and Transport at Wiltshire Council, has agreed to attend the next WPC meeting on the 4th of July to discuss the C20 and Worton's recent approach to the CATG about the safety of the road. Can we agree who would like to attend? <u>Mr Mannning and Mrs Carr to attend; the Clerk to write to the Clerk of Worton PC to advise.</u> Perhaps we can ask Jonathon if he would invite Cllr. Whitehead to come to Seend to hear our concerns in this Parish, at some time in the near future. <u>Agreed to ask Cllr Seed if he can invite Cllr Whitehead to come and discuss highways in Seend.</u> I want us to have an action plan for the PC. At our last meeting when we discussed this briefly, I did not find any of the proposals for alternative formats very compelling. Georgina and I have seen the first draft of the Housing Needs Survey. There has been a 42% response rate that is very encouraging. We have made a number of amendments relating to style and grammatical errors and we await the final copy. Georgina and I think that we will need an extraordinary meeting to consider the report and to allow us time for 	<p>T Carr P Manning Clerk</p> <p>Clerk</p>
--	---	--

	<p>discussion. We also think that it would be helpful if the members of the Neighbourhood Plan steering group were invited to this meeting. <u>Agreed to invite members of NP Group and the public to attend.</u></p> <ul style="list-style-type: none"> I have changed the declaration of interest section on the agenda, to broaden its scope. I had considered adding 'have you been lobbied by anyone in connection with any item on the agenda'. This is common practice in some PCs. 	
<p>2016/053 Minutes of the previous meeting held on 31 May 2016</p>	<p>Minutes of the meeting held on Tuesday 31 May 2016 had been circulated to all Councillors, and were taken as read.</p> <p>2016/036 – Defibrillation unit in village – Mr Rigg questioned whether it was premature to install defibrillation units in Seend Cleeve and Sells Green at the present time.</p> <p>Following this amendment, acceptance of the minutes was proposed by Mr M Wiltshire, and seconded by Mr P Manning.</p>	
<p>2016/054 Matters arising</p>	<p>Installation of VAS signs. Temporary closure notice of the A361 for installation of VAS on 1st August had been received. The closure and diversion route will be clearly indicated by traffic signs. Access will be maintained for residents and businesses. Signage for business and diversion route for HGVs from Semington roundabout had been requested by the Clerk from Mark Stansby. He had responded that there will not be specific instructions for HGVs as there are already permanent signs in situ which divert HGVs via A365 and A350. However, the diversion signs for all vehicle categories will be clear. Signs will be placed to deter vehicles from using Bolland's Hill and Spout Lane. Concern was expressed because HGVs tended to ignore the current signage. The Clerk to write to Mark Stansby to request flashing sign to alert HGVs of the road closure.</p> <p>SHLAA site, Persimmon Homes. An email had been sent to Chris Minors, Senior Planning Manager at Persimmon Homes Wessex on 2nd June – no response to date. A further email had been sent to an alternative contact, Keith Roberts, on 22nd June. He has responded to say that he has forwarded the email to Chris Minors, so no progress has been made with regard to a site meeting.</p> <p>C & RT. Email of thanks sent to Paul Kelly, he has acknowledged and advised he will forward to the contractors.</p> <p>High Street crossing. Response received from Mark Stansby, and email sent to Rhys Schell to ask about applying via Area Board/CATG. The Clerk to write to Worton PC to ask about the dropped kerb installed in Worton High Street. Mr Wiltshire pointed out that the work could be undertaken as two separate projects, installing the dropped kerb, and then installing the footpath on the south side of the High Street.</p> <p>Councillor Profile in Spotlight. Mrs A'Bear's profile has now appeared in <i>Spotlight</i>. The next profile to be Mrs Carr.</p> <p>Tree matters. This matter is now with Katie Lloyd (Natural England Officer). She has advised that she has talked to Stuart Renfrew (Community Co-ordinator) on 26th May and discussed the case with NE's Protected Sites Team. Her understanding is that Highways carried out their standard flail maintenance of the vegetation to prevent encroachment on to the path, following consultation with their ecologist, who confirmed that the maintenance work would not damage the features for which the SSSI was notified. It would appear to be the private individual that cut the trees further back from the road into the site, who acted without first discussing the proposal with Natural England.</p> <p>As damage has not been done to the geological features of the SSSI, NE are not able to enforce the "tidy-up" (restoration) discussed during the site visit, though NE can advise it would be in the best interests of everybody if this were done through a voluntary approach.</p> <p>Katie Lloyd will follow up the case as follows:</p> <ul style="list-style-type: none"> Formal correspondence with the private individual who had cut the trees, about the SSSI and the requirement to discuss proposals for the SSSI with Natural England, and obtain prior consent where necessary. Correspondence with Jane Cole (acting on behalf of Highways) to clarify 	<p>Clerk</p> <p>Clerk</p> <p>T Carr</p>

	<p>and re-visit the maintenance works programme, and discuss the scrubbing-over of the small section of the SSSI road cutting that needs to be periodically cleared to maintain the exposure.</p> <ul style="list-style-type: none"> Correspondence with Stuart Renfrew reiterating the presence/importance of the SSSI and that it includes the road cutting as well as the quarry. <p>Mr Manning proposed that the PC should write to the individual concerned to request that the cut and broken branches should be cleared, and the area made tidy (after consultation with Natural England). If he was unwilling to arrange for the work to be undertaken, the PC reserves the right to employ a contractor and charge him for the cost of the work. Seconded by Mr James, agreed unanimously.</p> <p>Clerk's Job Description. The Job Assessment was forwarded to the SLCC on 13 June. Acknowledgement received, and advice that the assessment will take about 6 weeks to complete. The Clerk to contact and ask if the process can be speeded up.</p> <p>Queen's Birthday Celebrations. The Clerk had investigated the costs of tree seats which ranged from £227 to £837. A budget of between £4-500 was agreed. The Clerk to obtain brochures/illustration. Mr Manning would also investigate. Mr Wood proposed that a tree should also be planted, seconded by Mr Rigg, unanimous to approve. Councillors to think of a suitable location.</p> <p>Bollands Hill. Mark Stansby had forwarded an email from Spencer Drinkwater, explaining that Bollands Hill is being considered as part of the request to look at freight movement on the A365. They will not consider any further measures until the results of this assessment are published.</p> <p>Village newsflash email. It was agreed to put this into Spotlight, to see how many people would be interested. Mr Wood suggested a village Facebook page, although other Councillors were wary of using social media. It was agreed to reconsider in July.</p> <p>Lay-by at The Stocks / A361. Email from Mark Stansby to advise that this matter was submitted to the Area Board in December 2014 (Issue 3740). Following a site inspection, no particular concerns were identified by officers and the recommendation of the CATG to the Area Board was for no further action. Given that any work here will require funding, he thought that it was unlikely that a new request would be successful. The Clerk to write to Mark Stansby to request a site meeting.</p> <p>Horsebox at 7 The Stocks. This no longer appears to be parked there.</p> <p>Speed cameras & speed guns. Email sent to Police Commissioner's office. Response received that speed cameras do not operate in Wiltshire, their use was discontinued in 2010 by the Police Authority when the 3-way partnership with Wiltshire Council and Swindon Borough Council was disbanded due to a change in central government funding. Speed guns are used by police officers on an ad-hoc basis as and when their duties require it. They are also used by the Community Speed Watch volunteers to measure the speed of vehicles in a particular location.</p> <p>Election of Parish Councillor. Nominations have been invited by 12 July (in the current issue of <i>Spotlight</i>). The next full election is due on Thursday 4 May 2017, if co-option takes place within 6 months of this date (i.e. after 5 November 2016), no notice about a request for election is required. Democratic Services have been advised of Mrs Savage's death, and it was agreed that the vacancy would be notified on the Monday after her funeral, as she would have wished PC business to continue as usual.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk P Manning</p> <p>Councillors</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>2016/055 Street lighting, Cooks Close</p>	<p>Mr Wood had delivered letters to all residents of Cooks Close. There have been 5 responses (18 properties listed in Cooks Close), 2 in favour, 3 against on the grounds of security and pedestrian safety. After discussion, it was agreed that the lighting should remain on for the current hours. However, the Clerk to contact Wiltshire Council, to see if the direction of the street light could be changed to reflect downwards.</p>	<p>Clerk</p>
<p>2016/056 Defibrillator project,</p>	<p>Mr Wood had investigated the defib project in Keevil, where Community Heartbeat Trust had installed a unit in a disused telephone box. This was a</p>	

proceeding to quote stage	managed package including insurances. They were full of praise for the way that their project had been managed by CHT. Mr Wood said that it was also possible to apply for a donation of £400 from the British Heart Foundation. Another company called Heartsafe sold defib units. Mr Wood proposed that the PC moves forward with the project and obtain quotes from CHT, BHF and Heartsafe, and undertook to obtain the quotes. It was also necessary to look at the electrical supply and cost of installing that.	M Wood
2016/057 New Parish Steward service	Mr Wood had attended the presentation at County Hall on 9 th June, and he gave a résumé of the information. Wiltshire Council now invites PCs to go back with any questions they have on the Parish Steward service or the MyWiltshire App. At the presentation there seemed to be some confusion about how the new service would work as a combined system. There was concern that the Parish Steward would pick up any unfulfilled request which may not be a PC priority. The Clerk to ask Adrian Hampton, Wiltshire Council how they envisage the system working; also, can the MyWiltshire App items be referred to the Parish Council for comment?	Clerk
2016/058 Parish Action Plan & Councillors' roles	<p>The Chairman explained that he was keen that the PC should have an Action Plan, to give a vision of what the PC wants to achieve in the coming year. The Chairman will draw up a draft plan. The following roles were allocated:</p> <ul style="list-style-type: none"> CATG (meeting every 3 months) Mrs Carr & Mr Manning Area Board Mr Murch & Mr Wood Lye Field Representative (bi-monthly) Mr Rigg Highways Liaison Mrs Carr & Mr Manning Police Liaison Mrs Heatley Planning sub-committee Mr James, Mrs Heatley & Mrs Carr Community Centre Representative Mr Murch Precept Committee (November meeting) Mrs Heatley, Mrs A'Bear, Mrs Carr, Mr Murch, Mr Wiltshire & Mr James Neighbourhood Planning Mrs A'Bear, Mr Murch, Mr Rigg & Mr Manning 	
2016/059 Neighbourhood Plan Update	The Chairman reported that a Neighbourhood Plan meeting had taken place last week. The Housing Needs Survey was almost ready to publish. The Highways consultation was open until September. There were more businesses in the Parish than at first thought. Mrs Raymond had indicated that Regulations published in 2010 limiting the time for cutting hedges, but also for clearing paths. The Clerk to write to Mrs Raymond to ask for clarity on the legislation.	Clerk
2016/060 Sandridge Solar Agreement for signature	The Clerk had contacted StJohn Hughes to enquire whether there was any leeway on negotiation of the percentage that Seend would receive, but he had indicated that this had been fixed at the start of the negotiations. It was noted that Seend will receive 2.12% of £1,000 per MWp of installed capacity (46.96 MWp); Bromham to receive 1.57% and Melksham Without 26.69%. Mr Manning proposed that the agreement should be signed, seconded by Mrs Carr, agreed unanimously. The Chairman then signed the Agreement on behalf of the Parish Council, witnessed by the Clerk; the Agreement to be returned to StJohn Hughes, and the percentage allocation to be put into Spotlight.	Clerk
2016/061 Area Board & CATG	<p>The Chairman and Mr Wood had attended the recent Area Board meeting. Work is due to start on Melksham Market Place in January, so that there is no disruption to the Christmas lights, and the football ground at Woolmore Farm is coming along. There is no date yet for the leisure facilities planned for Melksham House.</p> <p>The next CATG meeting is in July. SID batteries cost £200 each. At the next meeting it was planned to enquire the cost of a SID.</p>	
2016/062 Highways / road safety issues	<p>The Clerk was asked to obtain the metro cam results for the High Street and circulate.</p> <p>It was noted that posts are being inserted at Baldham Bridge; it is assumed these are for chevron signs. The Clerk to enquire. Mr Manning suggested that vegetation needs to be cut back at the bridge to reveal the white railings there, which would make the bridge more visible.</p>	Clerk Clerk
2016/063 Planning matters	Application Ref: 16/04797/FUL 15 The Lye Two storey rear extension Councillors voted unanimously to approve	

	<p>Application Ref: 16/05482/FUL The Bungalow, Little Thornham Farm, Trowbridge Rd Proposed new second floor accommodation, including four new dormer windows and one gable window Councillors voted unanimously to approve</p> <p>Application Ref: 16/06055/TCA 11 Dial Close Remove 3 Elm trees and 1 Pear Tree Councillors voted unanimously to approve. Comments: Suggest that the Pear tree is replaced with another fruit tree, and something suitable planted to replace the elm trees.</p> <p>Application Ref: 16/05319/FUL Toad Hall, Park Lane, Seend Cleeve Erect timber frame outbuilding as garage and log store Councillors voted unanimously to approve</p>																												
2016/064 Correspondence	There were no items of correspondence.																												
2016/065 Financial matters	<p>There were eight cheques for signature:</p> <table> <tr> <td>Mrs F Johnson</td><td>£13.02</td><td>Plants</td></tr> <tr> <td>Mrs R E Fisher</td><td>£416.86</td><td>Clerk's salary June</td></tr> <tr> <td>HMRC</td><td>£23.00</td><td>PAYE</td></tr> <tr> <td>Community First</td><td>£36.00</td><td>Annual subscription</td></tr> <tr> <td>Information Commissioner</td><td>£35.00</td><td>Data protection Registration</td></tr> <tr> <td>Mrs R E Fisher</td><td>£186.95</td><td>Clerk's expenses April – June</td></tr> <tr> <td>Auditing Solutions</td><td>£294.00</td><td>Internal Auditor's fees</td></tr> <tr> <td>Wessex Water</td><td>£21.53</td><td>Water Rates – allotments</td></tr> <tr> <td>Seend Community Centre</td><td>£82.50</td><td>Room hire April – June</td></tr> </table> <p>Acceptance proposed by Mr James seconded by Mr Wiltshire, agreed unanimously.</p> <p>A bank reconciliation to the end of May had been circulated to all Councillors; this showed that there is £18,602.42 in the Parish Council's accounts.</p> <p>The prepared accounts had been circulated to all Councillors, and were duly adopted. The Annual Return for the financial year to 31 March 2016 was also signed for submission to the external auditor.</p>	Mrs F Johnson	£13.02	Plants	Mrs R E Fisher	£416.86	Clerk's salary June	HMRC	£23.00	PAYE	Community First	£36.00	Annual subscription	Information Commissioner	£35.00	Data protection Registration	Mrs R E Fisher	£186.95	Clerk's expenses April – June	Auditing Solutions	£294.00	Internal Auditor's fees	Wessex Water	£21.53	Water Rates – allotments	Seend Community Centre	£82.50	Room hire April – June	
Mrs F Johnson	£13.02	Plants																											
Mrs R E Fisher	£416.86	Clerk's salary June																											
HMRC	£23.00	PAYE																											
Community First	£36.00	Annual subscription																											
Information Commissioner	£35.00	Data protection Registration																											
Mrs R E Fisher	£186.95	Clerk's expenses April – June																											
Auditing Solutions	£294.00	Internal Auditor's fees																											
Wessex Water	£21.53	Water Rates – allotments																											
Seend Community Centre	£82.50	Room hire April – June																											
2016/066 Items for note	<p>Bradley Lane. This bridleway had become rather overgrown; it had been cut previously by the Parish Steward. It was noted that the bridleway is owned jointly by the Community Centre and three Dial Close residents. There is also a problem that the Spiderweb Paddock hedge has now grown so tall that it is no longer possible to enjoy the view from the seat in Bradley Lane. The Clerk had asked Jamie Hiscocks to cut the grass along the bridleway, however, it was agreed to formally record that the owners of the bridleway are responsible for its upkeep. The Clerk to write and thank Jamie for cutting the bridleway, and Mr Murch agreed to organise payment of the work by the bridleway owners.</p> <p>Inmarsh. Mr Manning suggested that, when the High Street is closed for installation of the VAS, there should be signs asking motorists not to use Inmarsh Lane as an alternative to the High Street. However, others felt that this would be more likely to attract attention to Inmarsh as an alternative route.</p> <p>Bell Hill / A361. Mrs Carr suggested that a spot roundabout should be installed at the top of Bell Hill, at its junction with the A361. It was agreed to ask the Transport Group to look at this at a Neighbourhood Plan meeting.</p> <p>Footpaths/stiles. The Clerk was asked to find out who is responsible for the upkeep of footpaths and stiles.</p> <p>Vacant homes. The Clerk was asked to find out if there is any legislation covering empty houses that are left for a considerable period of time and start to deteriorate.</p> <p>Bell Inn. It was noted that nothing much appears to be happening with renovations at The Bell, and that the louvres have been taken down from the adjacent building. The Clerk to write to Wadworths, and also Planning</p>	<p>Clerk T Murch</p> <p>Transport Group</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																											

	<p>department, as The Bell is a listed building.</p> <p>Aster Homes. Mr Wood suggested that the response from Aster Homes should be discussed, and it was agreed that there would be an extraordinary meeting of the PC once the Housing Needs Survey was published, in order that the Neighbourhood Plan Group could discuss the Aster proposals; a public meeting with the village could then take place. It was hoped to have the Housing Needs Survey available by the end of July; the document to be made available on the PC website. Mr Wood agreed to draft a letter to The Lye residents, the Clerk to get it copied and help to circulate.</p> <p>July meeting. Mr Murch gave his apologies for the July PC meeting, Mr Wood to take the chair.</p>	M Wood Clerk
<p>2016/067 Date of next meeting</p>	<p>Tuesday 26th July 2016 Mr Rigg & Mr Wood to set up the room at 7 pm for the July PC meeting.</p> <p>There being no other business, the Chairman closed the meeting at 10.30 p.m.</p>	

.....
CHAIRMAN

Date: 26th July 2016