

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 27th June 2017 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs A Heatley, Mr T James, Mr T Murch (Chairman), Mrs C Vince, Mr J Williams Mr M Wiltshire and Mr M Wood.

Also present: Mrs S Bond, Councillor Seed, Mrs J Vaux. Mr Nick Dark and Mr Rigg

Agenda Item		Action
2017/24 Apologies for Absence	Mrs P Akerman	
2017/25 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 requests for dispensation. (ii) Mr Wood declared an interest in Planning Application 17/05237FUL (iii) There were no requests for dispensations.	
2017/26 Police Matters	<p>Mrs Heatley highlighted the salient points from June's Community Policing newsletter. The full copy is published on the Parish Council website.</p> <p>In Wiltshire, Armed Police Officers have been placed in some of the more prominent locations, Salisbury being one of them, to reassure the public that the police are here and will continue to do all they can to keep the public safe. June will mark the start of the Summer Drink Drive campaign. The Police have developed the use of https://www.wiltsmessaging.co.uk/ and are now sending out daily updates about crimes that matter to the public in the local areas. This is enabling them to reach as much of the community as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.</p> <p><u>Local Crime</u> The newsletter reported on two local crimes committed in the Seend area: Theft (26/05/2017) – Unknown suspect has made off from taxi without paying £95.00 fare. Violence against the person (08/06/2017) – Known suspect has hit victim with wooded object leaving no injury.</p>	
2017/27 Local Councillor's Matter	<p>a) <u>Seend Boundary Changes</u> Councillor Seed spoke about the recently published Cabinet Papers from Wiltshire County Council on their Draft Wiltshire Housing Site Allocations Plan and the proposed changes to the Settlement Boundaries that are affecting a number of towns and villages in our Area. There are proposed changes to Seend's settlement boundary. There will now be a consultation period lasting until the end of September. He urged the Parish Council to take a careful look at the proposed changes and to submit a formal response to the County Council. Councillor Seed would then make representations to the Spatial Planning Committee to ensure that the views of the Parish Council and any parishioners would be put into the document.</p> <p>Mrs A'Bear, said that when there were proposed boundary changes some time ago, the Parish Council had said that they didn't want any changes made, but this has not been taken into account.</p> <p>Councillor Seed stressed that it would be important to publicise the proposed changes to all residents in the Parish, so that everyone had a chance to respond. Mrs Vaux, said that the changes meant that the WI allotments were now outside the settlement boundary. The Chairman asked if a representative from the WI would attend the next meeting to give the WI's view on the proposed changes.</p> <p>The Parish Councillors all agreed that the proposed changes should be publicised as widely as possible, through Spotlight, the website and on the main noticeboard and through other forms of social media. A formal response to be agreed at the August meeting. Clerk to put information on website and noticeboards.</p>	Clerk

	<p>b) <u>Mirrors on Public Highways</u> Following a request by a resident of Weavers Cottages, for a mirror to be placed opposite the cottages to aid their visibility when exiting, the clerk had contacted Wiltshire Highways. Unfortunately they do not approve of mirrors being placed anywhere on the public highway. Councillors expressed disappointment at this blanket response, and discussed whether a mirror could be placed on private land instead. Or, whether a sign could be erected warning of a concealed exit. Councillor Seed, said he would be happy to pursue the matter if requested. Mr James said the issue had been discussed at the recent CATG meeting relating to another parish, and Highways had made a strong stance against them.</p> <p>Mr James proposed a resolution that it be left to the residents to find some private land to place a sign in the first instance. This resolution was seconded by Mrs A'Bear and put to the vote. 5 Councillors (Mr James, Mrs Heatley, Mr Wiltshire, Mrs A'Bear & Mr Wood) supported the proposal, 1 against (Mr Murch) and 2 abstentions (Mrs Vince and Mr Williams).</p> <p>c) <u>Little Foxes</u> – the Councillor said that the Enforcement Officer had visited the site, but that no notice had been served as there was not sufficient evidence to prove anyone was living at the site.</p> <p>d) <u>Spout Lane</u> – Councillor Seed reported that the Council Drainage team had looked at the road and had reported that there was not much more that could be done that isn't already being done.</p>	
2017/28 Items for discussion from members of the Parish	There were no items for discussion from members of the parish.	
2017/29 Chairman's comments	<p>a) The Chairman raised concern about the possible loss of the village post office, and that the Parish Council should be considering what steps it might need to take in the event that the post office, shop and newspaper round were no longer able to continue. The service that is provided is such an important dimension in our community life and is an essential life-line for many, especially those who cannot access easily postal services. The Chairman proposed that we set up a small sub-committee to open discussions with the current owners and to explore possible alternatives, in the event that the post office and shop cease trading. Mrs A'Bear and Mr Wood offered to speak informally to the owners to seek their advice.</p> <p>b) The Chairman said that it would be beneficial if Seend Parish Council were to liaise with those Parish Councils whose boundaries abut with Melksham without Parish Council. As we all have similar concerns about safeguarding the green spaces between us and Melksham and preventing urban sprawl. Melksham's Neighbourhood Plan is likely to gain approval, or not at its referendum sooner than our own. This was felt to be a good idea. Mrs A'Bear said that the Neighbourhood Plan Group had emailed the adjoining parish councils to update and consult with them on the current work.</p> <p>c) The Chairman said he would like the Parish Council to consider opening a discussion with the Headteacher of Seend School and the members of School Council to find out what they feel are the key issues for young people of their age group in Seend. Councillors agreed that this was a good idea.</p> <p>d) The Chairman reported that the planings had been delivered to Egypt Farm, early in June, thanks to the kindness of Martin Wiltshire. Mr Wiltshire was thanked for his offer to fill in the pot holes in Rusty Lane.</p>	<p>Mrs A'Bear & Mr Wood</p> <p>Chairman</p> <p>Mr Wiltshire</p>
2017/30 Minutes of the previous meeting held on 28 February	The minutes of the previous meeting on 30 th May had been circulated to all Councillors and were taken as read. Acceptance of the minutes as an accurate record was proposed by Mr Williams and Seconded Mr Wood. A vote was taken and unanimously agreed.	
2017/31 Matters arising	<p>a) The Chairman had put into the July issue of Spotlight a summary of the salient points on the Aster Development proposal. He had written these from a personal perspective.</p> <p>b) The noise from the dogs from Spiderweb Paddock had lessened so there was no need to pursue a complaint with Environment Health.</p> <p>c) The Chairman of the Wiltshire Community Land Trust would be giving a talk on 11th July at 7.30pm at the Pavilion. This is an open meeting and has been advertised in Spotlight.</p>	

	<p>d) Parking Problems by the Canal – The Clerk reported that she had sent a letter to the Canal & River Trust Head Office. No Response yet.</p> <p>e) Mr Wood reported that footpaths SEEN27, SEEN6 and SEEN7 had been cleared Thanks were given to Penny and Ron England for their hard work. It was suggested that a team of volunteers be organised to clear paths on a regular basis. Mr Wood had put an advert in Spotlight calling for volunteers. He reported that there had been a good response from the advert he had also placed on Seend Next Door social media site.</p> <p>f) Installation of a dog waste bin in Loves Walk. The Clerk gave some costings for a dog waste bin. It was proposed by Mr James and seconded by Mrs A'Bear that the Clerk purchase one. A vote was taken and all councillors agreed. The Clerk was asked to get permission from the landowner for the bin to be installed at the top of Loves Walk. Mr Williams has kindly offered to empty it on a weekly basis.</p> <p>g) Planters in Dial Close – now that the Open Gardens weekend has passed, the planters which are in a poor state will be dismantled. Mrs Vince and Mr Williams agreed to take them away.</p> <p>h) The grass at the entrance to Dial Close had been cut. The resident had asked if the Parish Council would pay for the job. Mr Wood proposed that the Parish Council pay the invoice. This was seconded by Mrs Heatley. All Councillors agreed.</p>	<p>Clerk</p> <p>Mr Williams</p> <p>Mrs Vince & Mr Williams</p>
<p>2017/32 Data Protection</p>	<p>There was a discussion on whether all Seend Parish Councillors should be given a council owned email address rather than using their personal email addresses for council related emails.</p> <p>The Chairman had hoped that we would have been given some clear guidance on the matter from Wiltshire County Council, but this had not been forthcoming. Despite this, the Chairman was keen for Seend Councillors to have a council-owned email addresses. The Clerk presented some quotes that she had got for setting up of a parish council email address for every councillor. All were around £180 for 12 email addresses. She suggested that with or without guidance, it might be beneficial for all councillors to have a dedicated email address.</p> <p>However, some Seend Parish Councillors still felt that there was no need to change the current working method, until there was clear guidance from Wiltshire County Council to do so.</p> <p>Mr Williams proposed that Seend Parish Councillors do not get council owned email address but to keep the status quo. This was seconded by Mrs A'Bear. The motion was put to the vote: Mr Williams, Mrs A'Bear, Mr James, Mrs Heatley and Mr Wiltshire voted in favour of the motion. Mr Murch Mrs Vince and Mr Wood voted against the motion. There were no abstentions. The motion was carried.</p>	
<p>2017/33 Neighbourhood Plan</p>	<p>a) Mrs A'Bear reported that the consultation period for the NPG's Vision and Objectives statement had now closed. She looked forward to the Community Land Trust talk on 11th July.</p> <p>b) Mrs A'Bear spoke about the recently published leaflet called the "Seend Community Land Trust Your Invitation to Participate". This leaflet was being hand delivered to every household in the Parish. The leaflet had been produced by a group called the "Seend Neighbourhood Action Group". The leaflet invites people to answer 3 questions, and to give contact details including: name, address, telephone and email and the number of adults in the household. Mrs A'Bear cited several areas of concern with the leaflet. The leaflet does not identify who has produced it, and the name Seend Neighbourhood Action Group is likely to create confusion. People will think it is part of the Neighbourhood Plan Group which it isn't.</p> <p>c) Mr Rigg was concerned that the pamphlet would add to confusion about the work of the Neighbourhood Plan Steering Group as question 2 suggests that a policy has been made and the number of houses to be built has been determined. This is not accurate as the number and location of future housing will only be decided by a referendum of all residents of the parish.</p> <p>d) Councillors agreed that whilst the survey was a good way to get the views of</p>	

	<p>the parish on the Aster housing development and to gauge support for the setting up of a Community Land Trust, they felt that the leaflet was hastily done, contained a number of errors and lacked coordination.</p> <p>e) It was agreed that the leaflet be discussed at the next Neighbourhood Plan Steering Group Committee and a formal response given by them.</p>	
2017/34 Defibrillator	<p>a) The Clerk reported that she had spoken to the landlord of The Brewery about putting a Defibrillator on the outside wall of the pub. He agreed to the idea, but said that it would have to be discussed with Enterprise. She further reported that the Parish Council could submit another grant application to the BHF, but that the council's contribution has gone up to £600.</p> <p>b) Mr Wood said that he had recently shown the Playgroup team the Defibrillator at the Community Centre, as part of their first aid training.</p>	Clerk
2017/35 Area Board/CATG	<p>a) Mr Williams had attended the recent Area Board meeting. He said that one of the initiatives is to plant 10,000 trees to commemorate that number of soldiers from Wiltshire who had died in the First World War. It was suggested the Mr Williams finds out how many soldiers from Seend died in WW1 and to see if we could find landowners who would be willing to plant that number of trees.</p> <p>b) Mr James attended the CATG meeting. He said that it was surprising how little grant money was available for Parish highway initiatives. He said that the two community issues raised by Seend were discussed.</p> <p>c) Issue 5149 – Seend Cleeve – request for 30 mph speed limit at New Buildings New Issue – supported by Parish Council. <i>This was unlikely to meet the criteria for a 30 mph limit as the area is too rural in nature. Other options to consider could include warning signs, white gates, nameplates etc. Metrocount to be arranged (no charge to the Parish Council).</i></p> <p>d) Issue 4966 - Seend High Street crossing facility at Church Walk. <i>Preliminary design work underway. Discussions ongoing with contractor on method of construction to avoid damage to tree roots. Still awaiting outline costings.</i></p> <p>e) The next CATG meeting is on 16 October 4pm at Melksham Fire Station. Mr Williams to attend instead of Mr James.</p>	Mr Williams
2017/36 Aster Homes	In the Wiltshire County Council's Housing Site Allocation Papers, Mrs A'Bear highlighted the fact that Wiltshire County Council has met the Melksham Community Area Remainder housing numbers and are not looking to allocate housing in this area. This could mean that Aster Homes would not be able to cite "housing need" in any future application for 45 homes behind The Lye up to the period 2026.	
2017/37 Community Centre & Lye Field Representatives Feedback	Mr Murch and Mr Williams attended the Lye Field Committee meeting. The question of whether the Lye Field should be registered as a Community Asset had some support from the members but will be further discussed at a future meeting. It was noted that the Chairman of the LFC had published a letter in the July edition of Spotlight, outlining the issues that the Lye Field faced with the Aster housing development proposals, and the options open to them.	
2017/38 Parish Steward	The Clerk reported that she had made contact with the Parish Steward and that she and Mr Williams would be meeting him the next day. A number of tasks would be given to him including cleaning the bus shelters, cutting back overgrowth at junctions, clear the drain at Rusty Lane and to check the gulleys in Spout Lane.	Clerk/Mr Williams
2017/39 Planning Matters	<p><u>Planning Applications</u></p> <p>a) Application Number: 17/05237/FUL Site Location: 4 School Road Seend Melksham Wiltshire SN12 6NJ Proposal: Proposed two storey side extension & pitched roof over porch</p> <p>Acceptance of this planning application was proposed by Mrs Heatley, Seconded by Mrs Vince. All, but Mr Wood who had declared an interest, voted in favour of this planning application.</p> <p>b) Application Ref: 17/05339/FUL Site Location: 37 The Lye, Seend SN12 6PA Proposal: Two storey side extension</p>	

	<p>Acceptance of this planning application was proposed by Mr James and Seconded by Mrs A'Bear. Unanimously approved by all councillors</p> <p>c) <u>Planning Seminar</u> Mr Wood and Mrs Vince attended the planning seminar organised by Wiltshire County Council's planning department. Both Councillors said that they were extremely informative. It was noted that Wiltshire was the 3rd largest planning authority, and received over 5,000 planning applications a year. It was stressed that if the Parish Council had any queries about a particular planning application, it was important to contact the case officer who was assigned to the particular planning application.</p>													
2017/40 Correspondence	There was one letter from the Wiltshire Citizen Advice Bureau requesting financial support. This would be discussed at the next meeting.													
2017/41 Financial Matters	<p>a) There were 4 cheques for signature.</p> <table border="0"> <tr> <td>Seend Community Centre</td> <td>£ 99.00</td> <td>Hire of Meeting Room April-June</td> </tr> <tr> <td>Mrs Sue Bond</td> <td>£366.29</td> <td>Clerk's June Salary</td> </tr> <tr> <td>Mrs Sue Bond</td> <td>£271.92</td> <td>Clerk's Expenses April-June</td> </tr> <tr> <td>Auditing Solutions Ltd</td> <td>£306.00</td> <td>Internal audit of accounts</td> </tr> </table> <p>Approval for the cheques was proposed by Mrs Vince, Seconded by Mrs Heatley. All Councillors voted in favour.</p> <p>b) Bank reconciliation to end of May 2017 = £ 17,634.14</p> <p>c) Publishing of the Accounts – The Clerk reported that the Annual Return and Accounting Statements would be published on Friday 30th June. These would be published on the website and on some village noticeboards. The right of inspection period would begin on Monday 3rd July and last until Friday 11th August. Any parishioner has the right to inspect the accounts on request.</p> <p>d) Internal Auditor's Report – The Clerk said that she had received their report. It contained 4 recommendations to improve the parish council's accounting methods and governance. The clerk will present at the next meeting how the council can make the necessary improvements.</p>	Seend Community Centre	£ 99.00	Hire of Meeting Room April-June	Mrs Sue Bond	£366.29	Clerk's June Salary	Mrs Sue Bond	£271.92	Clerk's Expenses April-June	Auditing Solutions Ltd	£306.00	Internal audit of accounts	
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2017/42 Councillor Elections Procedure	<p>a) Following the resignations of Dr Knott and Mr Crisp, the Parish Council has a duty to advertise the vacancies, and the strict electoral process. This has been carried out with notices put on the website and noticeboards.</p> <p>b) If ten residents request that an election is required, then the Parish Council will be charged. The cost is likely to be in the region of £2,100. Should there be no election, then it will be up to the Parish Council to co-opt new councillors. The clerk to advertise vacancies on the website and the noticeboard in the hope that there will be enough interest to fill the vacancies.</p>	Clerk												
2017/43 Items for note	Mr Wood gave his apologies for not being able to attend the July meeting.													
2017/44 Date of next meeting	<p>Tuesday 25th July 2017</p> <p>There being no other business, the Chairman closed the meeting at 10.35pm</p>													

CHAIRMAN

Date: 25th July 2017