

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 30<sup>th</sup> August 2022. This meeting was held in the Community Centre.

**Present:** Mr Terry James (Chairman), Mrs Georgina A' Bear, Mrs Carol Dickinson, Mrs Jackie Hamblin, Mrs Anita Heatley, Mrs Bridget Johnstone, Mr William Lack, Mr Phil Springate, Mr John Williams, Mr Martin Wiltshire

**Also Present:**

Agenda Item	Detail	Action
2022/149 Apologies	Mrs Pamela Akerman, Tamara Reay	
2022/150 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) - Mr John Williams declared an interest in the Allotment Rent Review and Mr Martin Wiltshire declared an interest in planning applications PL/2022/05945 & PL/2022/06239. There were no other declarations of interest in items on the agenda.  (iii)- There were no requests for dispensations.	
2022/151 Local Councillor's Matters	Cllr Reay sent her apologies and requested reminders be given for the Devizes Area Board meeting on 5th September and an Electric Vehicle charging opportunities webinar will take place on 14th September.  Mrs Pamela Akerman and Mr John Williams have previously agreed to attend the Area Board Meeting.  The Clerk was asked to remind Cllr Reay that the School Travel Plan needs to be completed with the school and that the new High Friction Surface has been installed.	Pamela Akerman / John Williams  Cllr Reay / Clerk
2022/152 Minutes of the Previous Meeting	The Minutes of the meeting held on 26th July were circulated to all Councillors.  Acceptance of the Minutes of this meeting as an accurate record was proposed by Mr William Lack and seconded by Mrs Anita Heatley. All Councillors who were present voted in favour. A shortened version of the minutes will be placed in Spotlight.	Clerk
2022/153 Matters Arising Not Already on the Agenda	<b>Latch on Stile in Love Lane</b> Mr John Williams agreed to look at the latch to see if it could be repaired.  <b>Damaged Stile in Row Lane</b> The Chairman agreed to liaise with Penny England / Land Owner to resolve this issue.  <b>Queen's Jubilee Canopy.</b>  The Clerk has finalised a list of 340 trees to be purchased. The order will be placed when the Woodland Trust opens their website for new tree orders on 1 <sup>st</sup> September	John Williams  Chairman  Clerk

Agenda Item	Detail	Action
2022/154 Items for Discussion from Members of the Parish	None	
2022/155 Police Matters	The Parish Council has been advised that following the retirement of PCSO Janet Gould, it is unlikely that the Parish Council will receive a tailored police report for Seend. It was therefore agreed this item will be removed from future agendas and covered in 'Items of Note' when any relevant information comes to hand.	
2022/156 Highways and Rights of Way	<p><b><u>School Access</u></b></p> <p>The Parish council received 29 letters from Parishioners supporting the reopening of the school grounds.</p> <p>The Ramblers Path Team advised that if a path had been used by the public, without interruption, for 20 years, a right of way could come into existence. However, this requires unhindered access 24hrs/day, 7 days/week. During term time the school grounds are closed to the public, hence this would count as an interruption so the claim would most likely fail.</p> <p>It was agreed the Parish Council would contact the White Horse Federation to try and convene an Extraordinary Parish Council Meeting with the School's Director of Estates &amp; Facilities, the School Governors, Friends of Seend School (FoSS), Church Authorities and Parishioners to see if a resolution could be found.</p> <p><b><u>Rusty Lane</u></b></p> <p>The resurfacing of Rusty Lane has not commenced and the Clerk has been requested to contact Highways to establish the reason for the delay and when the village can expect the work to be undertaken.</p> <p><b><u>Inmarsh High Friction Surface</u></b></p> <p>Concern has been raised by Parishioners regarding its proximity to adjacent bends. The Clerk to write to Highways requesting them to consider the deployment of advance warning signs indicating pedestrians may be crossing.</p> <p>It was also noted that the hedges adjacent to the new surface require trimming. The Clerk to contact the Parish Steward</p> <p><b><u>Community Speed Watch</u></b></p> <p>Mr John Williams advised that two volunteers had completed their training and arrangements were being made for the remaining volunteers.</p> <p><b><u>Bollands Hill Traffic Survey</u></b></p> <p>The Clerk has created a survey form and a date needs to be arranged. Highways have advised that it should take place over a 12-hour period from 7am – 7pm between Tuesday and Thursday during school term time.</p>	<p>Clerk / Chairman</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>



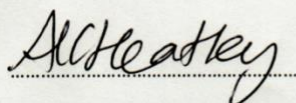
Agenda Item	Detail	Action
	<p>The Clerk was asked to see if Highways would be able to install a temporary CCTV camera at the junction of Pelch Lane to monitor the traffic situation on the bends for a short period.</p> <p>Subject to support from volunteers and weather permitting, a date of Tuesday 4<sup>th</sup> October was agreed to undertake the survey. The Clerk to write to the volunteers.</p> <p><b>White Lines Bollands Hill</b> It was noted that the white lines between the School and Bell Hill Crossroads have not been renewed. The Clerk to contact Highways</p> <p><b>New LHFIF Applications</b> The Clerk to ensure that the new requests for traffic infrastructure improvements at The Bell Crossroads, Bollands Hill approach to The Bell Crossroads and The Stocks are included on the agenda for the next LHFIF meeting 4<sup>th</sup> October</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2022/157 Neighbourhood Plan	It was noted that the 'Planning Assessment Spreadsheet' requires updating.	Clerk
2022/158 Planning	<p><b><u>Planning Matters</u></b></p> <p><b>PL/2022/05795</b> - 1 Bath Road, Seend, Melksham -Demolition of existing side extension and construction of 2 storey side and 2 storey rear extension and internal alterations.</p> <p>Resolution: Mr William Lack proposed this application be approved subject to the impact of reduced light on the neighbouring property being taken into consideration. This was seconded by Mr John Williams. All councillors who were present voted in favour.</p> <p><b>PL/2022/05945</b> - Little Thornham Farm, Trowbridge Road, Seend, Melksham, SN12 6PQ (Full Planning Permission) &amp; <b>PL/2022/06239</b> (listed Building Consent) - Convert redundant farm stone barns into holiday let</p> <p>Resolution: Mr Terry James proposed these applications be approved with a condition that the stone barns remain ancillary to the main house. This was seconded by Mrs Carol Dickinson. With the exception of Mr Martin Wiltshire who declared an interest in these applications, all councillors who were present voted in favour.</p> <p><b>PL/2022/06146</b> - 16 Sells Green, Seend, Melksham, SN12 6RW - Ground &amp; First Story Extension</p> <p>Resolution: Mr William Lack proposed this application be approved. This was seconded by Mrs Jackie Hamblin. All councillors who were present voted in favour.</p> <p><b>PL/2022/06434</b> - 3 SOMERSET CLOSE, SEEND, MELKSHAM, SN12 6QH - Rowan - Fell Oak - Lift crown</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>Resolution: Mrs Anita Heatley proposed this application be approved subject to a new tree being planted, being in a conservation area. This was seconded by Mr William Lack. All councillors who were present voted in favour.</p> <p><b>PL/2022/05955</b> - 2 HIGH STREET, SEEND, MELKSHAM, SN12 6NR - T1 - Holly tree – fell</p> <p>As the closing date for this application was before the Parish Council Meeting, this application was reviewed and approved by Planning Sub Committee.</p> <p><b>Website Planning Tracker</b> HugoFox advised the parish council would have to pay for the Planning Tracker feed by upgrading to their Silver Service for £19.99/month. This would make searching application considerably easier especially as the applications are displayed on a map. Also included in the fee were two other items of interest namely the Annual Website review that would ensure the Parish Council is legally compliant and Social Media Integration with other social media platforms such as Instagram, Twitter and Tik Tok.</p> <p>Resolution: Mr William Lack proposed we trial the higher tier service. This was seconded by Mrs Jackie Hamblin. All councillors who were present voted in favour.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2022/159 Tree Maintenance – Dial Close	<p><b>School Boundary</b> Highways dispute the trees are on land managed by them. To expedite a resolution, the Parish Council requested three quotes for an assessment of the work required on the trees that border the school grounds. However, despite chasing, only one quote has been received.</p> <p>Resolution: Mr Terry James proposed that the work be awarded to Johnsons Arborist. This was seconded by Mrs Carol Dickinson. All councillors voted in favour.</p> <p><b>Entrance</b> It has been identified that the two trees on the east side of the entrance to Dial Close are within the area of land managed by Highways. Highways have accepted responsibility and the Parish Steward has been asked to carry out an assessment and associated works. If necessary, the Parish Steward will enlist support from the appropriate Highways support groups.</p>	<p>Clerk</p> <p>Clerk</p>
2022/160 Sandridge Solar Community Benefit Payment	<p>We received a solar payment of £1,179.57 and have allocated £345 for the purchase of new bike racks. Allowing ~ £225 for installation would mean we would have ~£600 remaining.</p> <p><b>Bike Racks</b> Mr John Williams confirmed delivery to the Tack Shed and is making arrangements for their installation at the Lye and The Three Magpies.</p> <p>The Clerk to contact Highways to seek permission to install one of the cycle racks adjacent to the east bound bus (Devizes) bus stop in Sells Green.</p> <p><b>Salt Spreader</b></p>	<p>John Williams</p> <p>Clerk</p>



Agenda Item	Detail	Action
	Mr Terry James and Mr Martin Wiltshire viewed a second-hand salt spreader. However, it was in poor condition and not appropriate for the council's needs. It was agreed the Parish Council will continue to use the existing spreader for the coming season and review again next spring.	
2022/161 Allotment Rent Review	<p>As part of our Internal Audit requirements, the Parish Council needs to review the allotment rents on an annual basis. Rents were last changed in November 2019. We currently charge £65 for Double plot, £35 for a single and £17.50 for ½ plot.</p> <p>Resolution; Mr William Lack proposed that mainly due to the pending cost of living increases, the Parish Council allotment rents would remain at the current rate until 30<sup>th</sup> September 2024. This was seconded by Mrs Georgina A'Bear. With the exception of Mr John Williams who is an allotment holder, all councillors voted in favour.</p> <p>The next allotment rent review will take place in September 2023.</p> <p>The Clerk to write to the Allotment Holders.</p>	Clerk
2022/162 Correspondence	<p><b>CPRE AGM</b></p> <p>The CPRE AGM will take place on 22<sup>nd</sup> of September at 18:30 in the Wessex Room, The Corn Exchange, Market Place, Devizes. Mrs Georgina A'Bear agreed to attend.</p> <p><b>Community First AGM</b></p> <p>The Community First AGM will take place on 12<sup>th</sup> October in Devizes Town Hall from 5.30pm. Mrs Bridget Johnstone agreed to attend</p> <p><b>WALC Civility &amp; Respect</b></p> <p>A Poster is to be placed on the parish council website</p> <p><b>WALC Training Course – Setting the Precept</b></p> <p>The Clerk asked if he could undertake this training. Cost £30.00</p> <p>Resolution: Mr Terry James proposed this training be approved. This was seconded by Mr Phil Springate. All councillors who were present voted in favour.</p>	<p>Georgina A'Bear</p> <p>Bridget Johnstone</p> <p>Clerk</p> <p>Clerk</p>
2022/163 Parish Steward	<p>Clerk to add the trees at the entrance to Dial Close to the Parish Steward Priority sheet to remove the lower limb so that the tree surgery can be sent to the correct team to action and provide an update directly to the Parish Council.</p> <p>The Clerk to chase Highways again for cutting of hedges and verges in Row Lane and also ask the Parish Steward to see if some of the easier work could be undertaken on her next visit</p> <p>The Clerk to request the Parish Steward trim the hedges adjacent to Lock Cottage where the Tow Path emerges onto the bottom of Bollands Hill.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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2022/164 Defibrillator Update	<p>The Clerk has surveyed the three Defibs and updated the council's records. Each Defib requires a software update that can only be undertaken by the Original Equipment Manufacturer (OEM). He had been working with Mark Wood and arranged to swap the units for temporary devices on 19th September. The OEM will loan the Parish Council temporary Defibs and undertake the software update at no charge.</p> <p>It's possible that we may need to replace two of the batteries despite none of the defibs reporting battery problems. Replacement batteries cost £210 (inc VAT) each. We also need to purchase two new pads before Christmas</p> <p>Mr John Williams proposed the Clerk purchase two replacement batteries and two pads when necessary. This was seconded by Mr William Lack. All councillors voted in favour.</p>	Clerk															
2022/165 Financial Matters	<p>1. <u>Cheques for Signatures</u></p> <table border="1"> <thead> <tr> <th>CHEQUE PAYEE</th><th>AMOUNT</th><th>REASON</th></tr> </thead> <tbody> <tr> <td>Water2business</td><td>£44.76</td><td>Allotment Water Bill</td></tr> <tr> <td>Mr C Stirland</td><td>£627.32</td><td>Clerk Salary</td></tr> <tr> <td>J.A.C.S (UK) Limited</td><td>£345.00</td><td>Cycle Racks</td></tr> <tr> <td>CPRE</td><td>£36.00</td><td>Membership Renewal</td></tr> </tbody> </table> <p><u>Resolution:</u> Mr Phil Springate proposed acceptance of the cheques, seconded by Mr John Williams. All councillors who were present voted in favour.</p> <p>2. <u>Bank Reconciliation</u> to end of July 2022, circulated to Councillors, came to: <b>£35,960.78.</b></p>	CHEQUE PAYEE	AMOUNT	REASON	Water2business	£44.76	Allotment Water Bill	Mr C Stirland	£627.32	Clerk Salary	J.A.C.S (UK) Limited	£345.00	Cycle Racks	CPRE	£36.00	Membership Renewal	
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2022/166 Items for Note	<p>HGV Access to the Community Land Trust development at Seend Cleeve has been resolved and a sign erected at the junction of Pelch Lane and Bollands Hill, advising drivers to approach the development via the turning at the bottom of Bollands Hill.</p> <p>The annual precept meeting will take place on Monday 14<sup>th</sup> November at 7pm. The Clerk to arrange a venue. (Only members of the Precept committee are required to attend).</p>	Clerk															
2022/167 Date of next meeting	<p>The Chairman thanked everyone for coming and closed the meeting at 9.06pm.</p> <p>The date of the next meeting is 27th September 2022 at 7pm.</p>																



Anita Heatley (Vice Chair)  
Date: 27th September 2022

Seend Parish Council Meeting Minutes

