

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 29th March 2022. This meeting was held in the Community Centre.

Present: Mrs Georgina A'Bear (Acting Chair), Mrs Pam Akerman, Mrs Jackie Hamblin, Mr Phil Springate, Mr John Williams, and Mr Martin Wiltshire

Also Present: Sue Bond (Outgoing Clerk), Chris Stirland (Incoming Clerk), and Cllr Tamara Reay

| Agenda Item | Detail | Action |
|---|---|--|
| 2022/37 Apologies | Terry James, Anita Heatley, William Lack | |
| 2022/38 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. | |
| 2022/39 Local Councillor's Matters | <p>1.1 <u>Local Cycling & Walking Infrastructure Plan (LCWHIP)</u></p> <p>Cllr Reay described the aim of LCWHIP to identify best walking and cycling routes within the local area. Also involved are the Air Quality and Sustainable Transport Group, Cycle Friendly Devizes and Bishops Canning Parish Council as they have a significant amount of new development bordering their Parish. The plan is Devizes centric mainly due to the Section 106 Agreement payments (~£1m) the town has received from recent developments. There are two air quality monitoring sites at Shanes Castle and Roses Roundabout. Overall, the initiative will promote sustainable transport, improve air quality and the physical health of the local residents.</p> <p>It was suggested that Rusty Lane could make a beneficial cycleway linking the village to the Canal and Sustrans Route 4. (This was discussed under agenda item 2022/44 - Highways and Rights of Way)</p> <p>1.2 <u>School Travel Plan</u></p> <p>Cllr Reay to discuss a Travel Plan with the school</p> | Cllr Reay |
| 2022/40 Minutes of the Previous Meeting | <p>1.1 The Minutes of the meeting held on 22nd February 2022 were circulated to all Councillors.</p> <p>1.2 <u>Resolution</u>: Acceptance of the Minutes of the meeting held on 22nd February 2022 as an accurate record were proposed by Pam Akerman and seconded by Jackie Hamblin. All Councillors voted in favour.</p> | |
| 2022/41 Matters Arising Not Already on the Agenda | <p>1.1 <u>Hedge Cutting</u></p> <p>Astor to be reminded of their commitment to provide periodic cutting of the beech hedge next to the Lye Housing Estate and Recreational Field so it does not encroach the adjacent pathway.</p> <p>1.2 <u>Replacement Grit Bin</u> - Highways have ordered a replacement grit bin for Spout Lane and we await installation – ongoing.</p> <p>1.3 <u>CPRE Best Kept Village Competition</u></p> <p>Paperwork received for Best Kept Village Competition. Closing date for entry is 22nd April. John Williams to complete and return the village application.</p> <p>It was suggested a note be placed in Spotlight to encourage residents to remove old and unwanted posters/adverts from street furniture and notice board. If such items remain displayed, the village will lose completion points.</p> | <p>Clerk</p> <p>John Williams</p> <p>Clerk</p> |

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| | <p>1.4 <u>Gigaclear</u></p> <p>Gigaclear have reported they haven't any Build Crews in the area at the moment. However, their project manager has stated he will address the outstanding issues such as the block paving on the driveway in Dial Close when resources become available.</p> | | | | | | | | | |
| 2022/42 Items for Discussion from Members of the Parish | None | | | | | | | | | |
| 2022/43 Police Matters | <p>Whilst there have been no reported crimes this month, the following incidents have been recorded</p> <table><tr><th>Date</th><th>Incident/Report</th></tr><tr><td>6th March</td><td>Broken down tractor outside Cleeve House</td></tr><tr><td>22nd March</td><td>Car collision due to car stopping and being rear shunted by another at Cleeve Grange – No injuries</td></tr><tr><td>23rd March</td><td>Cows on the road at Hill Farm House.</td></tr></table> <p>It was noted a car has been abandoned on Station Road adjacent to the A365 Junction. Police have placed some cones and a blue light next to the car.</p> <p>In addition, an unknown person using a torch was spotted at 2am Wednesday March 16th looking around various drives in Seend Cleeve.</p> <p>The Wiltshire Police and Crime Plan 2022-25 (making Wiltshire Safer) has been published and can be found on the PCC Website (wiltshire-pcc.gov.uk)</p> <p><u>Community Policing Teams</u> - Seend comes under the Trowbridge Area, along with Melksham: The inspector for our Area is Gill Hughes. Her email address is: trowbridgeareapt@wiltshire.police.uk. Our Police Community Support Officer is still Janet Gould. Her contact is: Janet.gould@wiltshire.pnn.police.uk.</p> | Date | Incident/Report | 6 th March | Broken down tractor outside Cleeve House | 22 nd March | Car collision due to car stopping and being rear shunted by another at Cleeve Grange – No injuries | 23 rd March | Cows on the road at Hill Farm House. | |
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| 2022/44 Highways and Rights of Way | <p><u>CATG</u></p> <p>1 <u>Highways Improvement Requests (HIR's)</u></p> <p>Three HIR's have been submitted:</p> <ul style="list-style-type: none">• The Stocks (Speed limit reduction to 30mph and install double white lines to restrict overtaking close to this junction),• Bell Crossroads (Additional small-scale safety improvements)• Redstocks (Horse Crossing Warning Signs). <p>In addition, it is hoped there will be an update on the High-Friction surface at the crossing point between Spout Lane and Inmarsh</p> <p>These items will be discussed at the next CATG meeting on 12th April. The Chairman and Incoming Clerk will attend.</p> <p>1.2 <u>Metro Counts</u></p> <ul style="list-style-type: none">• High Street. The metro count is outstanding. <p>1.3 <u>Rights of Way – Rusty Lane.</u></p> <p>The 'The Rights of Way Warden – Paul Millard advised that WCC had not managed to identify a scheme which will generate enough 'Planings' to do the work required. Georgina A'Bear stated that Rusty Lane was a crucial route between the village and canal. The issue has been outstanding for over a year. The parish Council has earmarked £4,000 towards the cost. In addition to a new surface, the existing drainage issue needs to be addressed to ensure a new surface is not subjected to water erosion. This will require removal of material and undergrowth away from the location.</p> | Terry James / Clerk | | | | | | | | |

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| 2022/47 Constitution Updates | <p><u>Asset Register</u></p> <p>The Asset Register has been updated to include:</p> <ul style="list-style-type: none"> • New Clerks Laptop £200 • Disposal of Old Clerk's Laptop (-£10) • New Notice Board by phone Box Seend Cleeve £634.79 <p>John Williams confirmed he had completed his inspection of the Assets and the Parish Council noted their appreciation for Bryon Bond installing the new notice board in Seend Cleeve.</p> <p><u>Resolution:</u> Georgina A'Bear proposed that the updated Asset Register should be adopted. This was seconded by John Williams. All Councillors voted in favour</p> | |
| 2022/48 Correspondence | <p><u>Local Cycling Infrastructure</u></p> <p>Recorded under Agenda Item 2022/39 - Local Council Matters</p> <p><u>Community Policing Teams</u></p> <p>The policing teams have been restructured to provide a new policing model:</p> <ul style="list-style-type: none"> • As a police force, we cover the whole county, across both local authority areas for Wiltshire Council and Swindon Borough Council. • The county is divided into eight Community Policing Teams (CPTs). • Each team is led by an Inspector and made up of designated Response and Neighbourhood officers. • Each CPT has five Response Teams with each one being led by sergeants. The main role of these officers is to respond to 999 and 101 calls and manage ongoing investigations. • Each CPT has a Neighbourhood Team. In Swindon this is divided into three areas. These are led by an Inspector and made up of sergeants, officers, Police Community Support Officers (PCSOs), volunteers and police staff. <p>Additional comment recorded under Agenda Item 2022/43 - Police Matters</p> | |
| 2022/49 Parish Steward | <p>The Bradford on Avon Steward has visited the village with the new Parish Steward to give him an orientation session.</p> <p>The following work was requested for the Parish Steward in April:</p> <ul style="list-style-type: none"> • Filling some small pot holes on Bollards Hill • Cleaning Village Hall signs opposite Rusty Lane • Approaching Seend from Devizes along A361, the 'Turn Left' sign approaching Inmarsh Lane is becoming partially obscured due to the hedge and needs to be trimmed back | |
| 2022/50 Sandridge Solar Community Benefit Payment | <p>1. <u>Bicycle Lock ups</u></p> <p>The Clerk contacted the Community Centre and Lye Trustees to approve locations for the bike racks. The Lye Trustees have agreed a location next to the play area. A location for the Community Centre has proved to be difficult. The Clerk will review alternative locations with the Community Centre.</p> <p>Quotes from 4 suppliers were circulated to the Councillors prior to the meeting.</p> | Clerk |

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| | <p><u>Resolution:</u> Mrs Akerman proposed the Parish Council purchase 10 bike stands from a local company: Jacs Uk Ltd, Bowerhill. This was seconded by Mr Williams. All Councillors voted in favour.</p> <p>1.2 <u>CPR training</u></p> <p>The Clerk contacted Mr Wood who has agreed to run some more CPR training and will put a note in Spotlight to find out what level of interest there would be for CPR Training within the village.</p> | |
| 2022/51 Lye Recreational Field | <p><u>Deed of Easement</u></p> <p>Following the resolution passed during the October 2020 PC meeting (item 2020/155 – 1.3), the Chairman and Vice Chairman of the Seend Parish Council have signed a Deed of Easement giving Mr JA MacDonald and Mr & Mrs S. McManus a legal right to access their property via Rusty Lane and the Bridleway to the north of Rusty Lane.</p> <p>Although it is not clear if Seend Parish Council own this land, the wording is such that in the event it is ever proven that they do own Rusty Lane, then legal access has been granted.</p> <p>This legal document will mean Mr MacDonald (and any future owner of the field to the north of the Lye Field) has no legal barrier to accessing the property via Rusty Lane.</p> | |
| 2022/52 Platinum Jubilee | <p>1 <u>Queen's Green Canopy Project</u></p> <p>The Clerk has put a note in the April Spotlight to find out what the likely interest would be from parishioners if the PC agreed to purchase a number of trees to give to individuals who wanted to plant trees on their land. The trees would be purchased from The Woodland Trust who is a partner of the Queen's Green Canopy Project. We expect the next planting opportunity will be in the Autumn.</p> <p>1.1 <u>Beacon Lighting</u> - There will be a beacon lighting and barbeque at the Community Centre on the evening of Thursday 2nd June.</p> <p><u>Resolution:</u> It was proposed that the Parish Council sponsors the band 'People Like Us' who will be performing at the Beacon Lighting.</p> <p>Proposer: Georgina A'Bear Secoder: John Williams Vote: All in favour</p> <p>Clerk to write to the Community Centre</p> <p>1.2 <u>WI Picnic</u></p> <p>The WI are planning a picnic on the Lye Field in lieu of 'The Big Lunch'. This may include a cake competition and the provision of tea. They will liaise with the Lye Field Trustees. This will take place on Sunday 5th June.</p> | Clerk |
| 2022/53 Devizes Area Board | Previously covered under agenda item 2022/39 - Local Councillor's Matters. The next Devizes Area Board meeting is on 20 th June 2022. | |
| 2022/54 Corporate Governance Questionnaire | <p>The Corporate Governance Questionnaire had been completed by the Chairman and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's actions during the financial year.</p> <p><u>Resolution:</u> Georgina A'Bear proposed and Pam Akerman seconded the approval of the completed Corporate Governance Questionnaire. All Councillors voted in favour.</p> <p>The Clerk to put the minute numbers in, and then it can be signed by the</p> | Clerk |

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| | Chairman and sent off to the Internal Auditors. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2022/55 Financial Matters | <p><u>Financial Matters:</u></p> <p>1.<u>Cheques for Signatures</u></p> <table><tr><th>Payee</th><th>Amount</th><th>Reason</th></tr><tr><td>Owen Burton</td><td>£200.00</td><td>New Laptop</td></tr><tr><td>Seend Trust Community Centre</td><td>£188.50</td><td>Room Hire (Nov - March)</td></tr><tr><td>Mrs S Bond</td><td>£636.87</td><td>Clerk March Salary</td></tr><tr><td>Mrs S Bond</td><td>£88.37</td><td>Clerk Expenses (Jan - March)</td></tr><tr><td>Mr C Stirland</td><td>£615.82</td><td>New Clerk March Salary</td></tr><tr><td>Mr C Stirland</td><td>£24.00</td><td>New Clerk ILCA Training</td></tr><tr><td>Defib Store Ltd</td><td>£145.20</td><td>3 x Replacement Pads</td></tr></table> <p><u>Resolution:</u> Phil Springate proposed acceptance of the cheques. Seconded by Martin Wiltshire. All Councillors voted in favour.</p> <p>2. <u>Bank Reconciliation</u> to end of February 2022 - £32,501.97</p> <p>3. <u>Earmarked Reserves</u></p> <p>The Councillors agreed to earmark the following list of projects for potential expenditure in the next financial year.</p> <table><tr><th>Item</th><th>Amount</th></tr><tr><td>Neighbourhood Plan Reserves</td><td>£5,541.14</td></tr><tr><td>Highways - High friction surface & signage</td><td>£650.00</td></tr><tr><td>Highways - Further road safety improvements at Bell Crossroads (CATG HIR)</td><td>5,000.00</td></tr><tr><td>Seend Lye Field Trustees - Mower contribution</td><td>£5,000.00</td></tr><tr><td>Rusty Lane - Bridleway repair</td><td>£4,000.00</td></tr><tr><td>Solar Money unspent but retained for the cycle rack community project</td><td>£1,000.00</td></tr><tr><td>Platinum Jubilee Band 'People Like Us'</td><td>£300.00</td></tr><tr><td></td><td></td></tr><tr><td>Total Earmarked Reserves:</td><td>£21,491.14</td></tr></table> <p>With the anticipated VAT refund, the Parish Council will have approximately £10k in its general reserve.</p> | Payee | Amount | Reason | Owen Burton | £200.00 | New Laptop | Seend Trust Community Centre | £188.50 | Room Hire (Nov - March) | Mrs S Bond | £636.87 | Clerk March Salary | Mrs S Bond | £88.37 | Clerk Expenses (Jan - March) | Mr C Stirland | £615.82 | New Clerk March Salary | Mr C Stirland | £24.00 | New Clerk ILCA Training | Defib Store Ltd | £145.20 | 3 x Replacement Pads | Item | Amount | Neighbourhood Plan Reserves | £5,541.14 | Highways - High friction surface & signage | £650.00 | Highways - Further road safety improvements at Bell Crossroads (CATG HIR) | 5,000.00 | Seend Lye Field Trustees - Mower contribution | £5,000.00 | Rusty Lane - Bridleway repair | £4,000.00 | Solar Money unspent but retained for the cycle rack community project | £1,000.00 | Platinum Jubilee Band 'People Like Us' | £300.00 | | | Total Earmarked Reserves: | £21,491.14 | |
| Payee | Amount | Reason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Owen Burton | £200.00 | New Laptop | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seend Trust Community Centre | £188.50 | Room Hire (Nov - March) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mrs S Bond | £636.87 | Clerk March Salary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Mr C Stirland | £24.00 | New Clerk ILCA Training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defib Store Ltd | £145.20 | 3 x Replacement Pads | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Neighbourhood Plan Reserves | £5,541.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highways - High friction surface & signage | £650.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highways - Further road safety improvements at Bell Crossroads (CATG HIR) | 5,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seend Lye Field Trustees - Mower contribution | £5,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rusty Lane - Bridleway repair | £4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solar Money unspent but retained for the cycle rack community project | £1,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Platinum Jubilee Band 'People Like Us' | £300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total Earmarked Reserves: | £21,491.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2022/56 Items for Note | <p>1 <u>Homes for Ukrainian Refugees</u></p> <p>Cllr Reay summarised the two main schemes being implemented to support Ukrainian refugees:</p> <p>When a UK Resident / Host family knows the refugee then before taking them into their home, the family must undergo a DBS check and home visit. Approximately 70 families within Wiltshire have signed up to this scheme.</p> <p>When a UK resident / Host family does not know the refugee then before taking them into their home, the family must undergo an enhanced DBS check and detailed home visit. Under this scheme UK Government will pay £350/month for each family hosted. Within this scheme, there is additional help and support for the host. This included arranging school places, help with language, finding employment and local community orientation. The host must commit to a minimum of 6 months. In the event the arrangement does not work for either the host family or refugees WCC has an obligation to step in and make alternative arrangements. Approximately 1500 people within Wiltshire have joined this scheme.</p> <p>1.2 <u>Volunteering to Support Refugees</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Love Devizes has created a website (https://www.lovedevizes.org) through which individuals volunteer to help support refugees arriving in the UK.</p> <p>It was noted that the Church may be able to further assist refugees and the Clerk volunteered to contact the vicar at St James Church, Devizes.</p> <p>1.3 <u>Blossom Hill Site</u> A significant amount of hardcore has been deposited at the site. The planning sub-committee to review the site plan and check what was originally agreed.</p> <p>1.4 <u>Defibrillators</u> The outgoing clerk to contact residents in Sells Green to see if they will take on the defibrillator checks.</p> <p>1.5 <u>Annual Parish Council and Annual Parish Meetings</u> The Annual Parish Council and Annual Parish Meetings are both scheduled to take place 5th May.</p> | <p>Clerk</p> <p>Planning Subcommittee</p> <p>Clerk</p> |
| 2022/57 Date of next meeting | The Acting Chairman thanked everyone for coming and closed the meeting 9.44pm. The date of the next meeting is 26 th April 2022 | |

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Terry James (Chairman)
Date: 26th April 2022