

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 26th May. This was undertaken using ZOOM with all Parish Councillors attending remotely from their respective homes.

Present: Mrs A'Bear, Mrs P Akerman, Mrs A Heatley (Acting Chairman), Mr Terry James (from Canada) Mr W Lack, Mr P Manning, Mr J Padfield, Mrs C Vince and Mr J Williams,

Also Present: Sue Bond (Clerk) Councillor Jonathon Seed, Lady Carola Thorpe.

Agenda Item		Action
2020/65 Apologies	Barry Nicholls and Martin Wiltshire	
2020/66 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 declarations of changes to the Register of Interests, (ii) There were no declarations of interest in items on the agenda. (iii) There were no requests for dispensations.	
2020/67 Local Councillor Matters	1. <u>Melksham Area Board Meeting</u> due to take place on 16 th June in Seend will not be taking place, but there will be a virtual meeting using either Zoom or Team. 2. <u>Melksham Bypass</u> – Councillor Seed reported that this would still be going ahead, There was no question of it stopping because of the COVID19 crisis. The feasibility study was currently being undertaken. 3. <u>CATG meeting</u> – There will still be a highways meeting of the Area Board on 4 th June. The meeting will be done remotely using either Zoom or Team. The meeting will largely be about the government's initiative to encourage walking and cycling by making changes to road layouts to give more space to cyclists and pedestrians. Further discussions on this subject are found later on in these minutes under correspondence.	
2020/68 Minutes of the Previous Meeting	The Minutes of the meeting held on 28 th April had been circulated to all Councillors. <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs A'Bear and seconded by Mr Lack All Councillors agreed the minutes were an accurate record.	
2020/69 Matters Arising Not Already on the Agenda	1. <u>Minute no: 2020/58.5 Signs</u> – The Clerk reported that she had added the refurbishment of the Weavers Cottages and Inmarsh Lane signs to the task sheet for the Parish Steward to do. She said that the Parish Steward was not working in our Parish this month but should be back again in June. 2. <u>Minute no: 2020/63.1 Love Walk</u> The Clerk had not yet had a response from the Rights of Way Warden regarding the Love Walk 4-way fingerpost which is in a poor condition. There was a discussion about whether it could be repaired or replaced by a parishioner with woodworking skills. The Clerk to look into it. 3. <u>Minute no: 2020/63.2 –Cyclists and picnics in churchyard.</u> Councillor Seed said that the police had included visiting the churchyard as part of their patrol. This action was taken following reports of picnickers in the churchyard.	Clerk
2020/70 Police Matters	<u>Incidents in the Parish</u> 01/05/2020 ROW LANE, SEEND, (ED13) Male with a pedal cycle has died after a road traffic incident – Press Release – The police are appealing for witnesses after a cyclist died while out riding in Seend. 02/05/2020 SPOUT LANE, SEEND, MELKSHAM, On the 1st May at around 1600 hours an offender has stolen an orange and white Steel Chainsaw N5391 from a Blue Ford Transit which was insecure	

	<p>03/05/2020 SELLS GREEN, Overnight on the 2nd May an offender has stolen a Nevada Fuji mountain bike from outside of a barge on the Kennet and Avon Canal.</p> <p>19/05/2020 SPOUT LANE, SEEND, An offender has removed the headlamps and indicators from a farm teleporter which was parked up overnight in a yard.</p> <p>PC Janet Gould gave a written report on the activities of Wiltshire Police in recent weeks:</p> <ul style="list-style-type: none"> • Crime levels have dropped during the lockdown period. • There is a national 2-week operation in order at the present time raising awareness of speeding and visible speed enforcement activity is taking place this week across the county. • For the second week running, no arrests have been made for breaches in the COVID legislation. • Locally, Janet Gould, our PCSO, has been continuing with rural patrols and at present is putting up signs on Public Rights of Way reminding walkers of their responsibilities in the countryside when there is livestock in fields when walking their dogs. There has also been a report of young males playing football on the recreation field and not observing social distancing so police have been patrolling that area. 	
2020/71 Neighbourhood Plan	<p><u>Local Green Space designation</u> - Mrs A'Bear reported that Giles Wood would be designated a Local Green Space in the Neighbourhood Plan. She said that the steering group had always been keen for it to be designated, but the early opinion at the time was that it was not suitable. However, this opinion has been altered, and with the full support of the owner, Mrs Giles, Giles Wood will be included in the Neighbourhood Plan as a Local Green Space.</p> <p>2. Mrs A'Bear had circulated a list of some of the questions that had come out of the Regulation 14 Consultation that needed input from the Parish Council.</p> <p>2.1. Wiltshire Council had made a commitment to become carbon neutral by 2030. What is Seend Parish Council going to do to support this commitment in its own Parish?</p> <p>Councillors felt that, whilst a commendable aspiration, it would be much harder to achieve in our Parish.</p> <p>2.2. Should there be a pavement on Bollands Hill over the old bridge area? Mrs A'Bear said that she was sure this had been asked at the time the old bridge was dismantled, and that the Highways Engineer had given good reasons why a pavement could not be built. The Clerk to ask the Highways Engineer if he could recall the reasons why this idea was discounted.</p> <p>2.3. Is there any need to increase allotment capacity? The Clerk said there was not currently a waiting list of Seend parishioners, and with both the PC allotments and the WI ones, Councillors felt that there was currently enough capacity.</p> <p>2.4. Seend Parish does not currently have a flood plan or a weather response plan. The Clerk said she had inherited a weather response plan of sorts from the previous clerk, and had begun to prepare a flood plan but that it was not completed. She asked if it were possible to get a sub-committee of councillors to help complete a full emergency response plan for both bad weather, potential flooding and to now include a pandemic response plan. Mrs A'Bear, Mr Williams and Mr James offered to be part of a subcommittee. The Clerk to arrange a meeting time.</p> <p>3. Mrs A'Bear said that once the Neighbourhood Plan was complete and published, there was no statutory requirement to review the Neighbourhood Plan during its 10 year life span, but she recommended that the Parish Council undertook a mid-term review in five years time. The Councillor's were in agreement with this review timeline.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>4. <u>Neighbourhood Plan budget</u> – Mrs A'Bear said that there was likely to be money left in the NP budget once the Neighbourhood Plan was completed. However, she stated that there still would be some ongoing costs, so whilst the majority of it could go back into our general reserves, it would be good to keep some money set aside.</p>	
2020/72 Highways	<p>1.1 <u>High Street Resurfacing</u> – the first layer of the road surface along the High Street has been laid, but that there is still a top coat of lock chip to do. This will be carried out by the contractors on 5th and 6th June. The road will not be closed but there will be a “stop/go” traffic light system to keep the traffic moving whilst the work is carried out.</p> <p>1.2 It was pointed out that the resurfacing had covered over the high friction surface of the church crossing. The Clerk was asked to contact the Highways team and the contractors to ask that it be re instated once the final top layer of lock chip had been done. The Clerk to copy in Mr Stansby and Councillor Seed.</p> <p>1.3 It was also mentioned that the pedestrian crossing sign had disappeared. The Clerk to find out what has happened to it.</p> <p>2. <u>CATG</u> – there will be a highways meeting of the Area Board taking place on 4th June using either Zoom or Team.</p>	<p>Clerk</p> <p>Clerk</p>
2020/73 Community Asset Transfer	<p>1.1 The Senior Estates Manager of Wiltshire Council had contacted Seend Parish Council to ask if we wanted to take over ownership of the small area of land that has become BRAG picnic site and the bridleway SEEN13. This transfer of ownership is part of Wiltshire Council's Service Devolution and Asset Transfer (SD&AT) Policy.</p> <p>1.2 Concern was expressed that taking ownership of the land and bridleway could prove costly for the parish council with the long term maintenance implications. Councillor Seed was asked for advice.</p> <p>1.3 <u>Resolution</u>: Mr James proposed that the Parish Council does not accept the offer to transfer ownership of the land and bridleway to Seend Parish Council, because of the long term financial implications and responsibilities for its maintenance.</p> <p>Mr Lack seconded the proposal. At a vote, all councillors voted in favour.</p> <p><i>PLEASE NOTE SINCE THE PC MEETING FURTHER DISCUSSIONS HAVE TAKEN PLACE. WILTSHIRE COUNCIL HAVE RESCINDED THEIR OFFER TO TRANSFER OWNERSHIP OF THE LAND AND BRIDLEWAY.</i></p>	
2020/74 Planning Applications	<p>1. <u>Application Number: 20/03654/TCA</u> Site Location: Seend House High Street Seend SN12 6NR Proposal: T1 - Yew Tree - Rubbing branches removed & deadwood. Reduce height by 1m if necessary. T2 - Holme Oak - Remove rubbing branches, deadwood, Younger shoots be reduced by 0.5 to 1 metre if necessary. T3 - Copper Beech - Reduce height by 1 & 2 metres. Lateral branches pruned up to 0.5m.</p> <p>1.1 This application had been discussed by the planning sub-committee as the deadline for comments was before the May meeting. A comment of full support was submitted to Wiltshire Council.</p> <p>2. <u>Application Ref: 20/03314/FUL</u> Site Location: Rew Farm, Seend Cleeve SN12 6PS Proposal: Erection of two log cabins for use for holiday lettings purposes</p> <p>2.1 The Parish Council had considered a previous application in February for a 2nd static caravan (20/00490/FUL). There was already one static caravan in situ with a temporary status. The Councillors submitted a comment that a 2nd caravan should not be approved until the status of the first caravan was resolved. The applicant then withdrew their application.</p> <p>2.2 This new application is for two log cabins, one to replace the first temporary static caravan and a second one. The holiday let is a thriving rural business and there appears to be a demand for a second log cabin.</p>	

	<p>2.3 Councillors agreed that a log cabin, as opposed to static caravans, will be more visually pleasing in this rural environment. It was noted that hedging has been carried out and trees planted and this, together with soft landscaping will enhance the visual amenity of that area. However, more planting may be required to ensure adequate privacy for neighbours is maintained all year round. It is noted that a new, separate parking area will be provided for the 2nd log cabin. Consideration should be given to neighbouring properties regarding external lighting. A Councillor added that the external colour paint of the log cabin should be sympathetic to its natural surroundings.</p> <p>2.4 The Parish Council had received a letter from a near neighbour who raised some concerns about loss of privacy and lighting.</p> <p>2.5 <u>Resolution:</u> Mr Lack proposed that this application be approved subject to there being enough hedging and screening to protect the privacy of the surrounding neighbours and that any external lighting should not impact on the surrounding area and neighbours. Consideration should also be given to a sympathetic external colour paint for the log cabins. Mrs Vince seconded the motion. All Councillors voted in favour.</p> <p>3. <u>Application Ref: 20/04042/PNCOU</u> Site Location: Agricultural barn, Curnicks Lane, Sells Green Proposal: Notification for prior approval under Class Q for a proposed change of use of agricultural barn to a dwelling house (Use Class C3) and for associated operational development.</p> <p>3.1 Mrs Heatley began the discussion by outlining the previous planning history of the site. There had been a previous application in 2017 which we were not consulted on but Wiltshire Council refused. There was another application in 2019 (19/11604/PNCOU) which the PC commented on objecting to this application because we decided that the amount of building work required to build the dwelling house amounted to a rebuild, not a conversion and also there were concerns about the use of the bridleway being used as an access to the barn/property. Wiltshire Council had also refused this application.</p> <p>3.2 This new application purported to have further evidence to support the owner's right to vehicular access across the bridleway. It also contained further photographs of the barn. However, the new correspondence did not show the statutory declaration mentioned to prove a right of access.</p> <p>3. It was noted that there was a letter of objection from a neighbouring landowner who said that there was a need for evidence to prove that access had been agreed because it appeared doubtful that permission had been granted in the past. They also felt that it was not a conversion because there was not enough of the rudimentary barn to form the basis of a conversion. So it was more of a new build than a conversion.</p> <p>3.4 In conclusion, the Councillors agreed that their previous objections still applied to this new application.</p> <p>3.5 <u>Resolution:</u> Mr Williams proposed that the Parish Council should object to this planning application citing the above reasons. Mr James seconded the motion. All Councillors voted in favour of this response.</p> <p>4 <u>Walnut Tree in The Lye</u> It was noted that a planning application for the felling of a walnut tree in the Lye had been registered and approved on the same day (20/03504/DDD – 27 April 2020). As the documents could not be downloaded on line, the Clerk contacted the Wiltshire Council Tree Warden to find out the reasons for the felling of the tree which took place on 26th May. He stated that there was no requirement to notify parish or town councils on this type of application. It is simply a notice of intent to remove a dead or diseased tree. Photos had been sent of this particular tree to Wiltshire Council, presumably by Aster. These clearly showed that the tree was diseased and could fall at any time. Hence the speed within which action was taken. The Tree Warden said that we could ask planning if we could see the documents. Councillors felt it would be a good idea to do so. The Councillors also said that it would be good, if it hasn't already been made a condition in the decision notice, to request that a new tree be planted in its</p>	Clerk
--	---	-------

	<p>place, as is the usual PC response to any applications for the felling of a tree. Clerk to action.</p> <p>The Clerk to also respond to two emails from residents about the felling of the tree.</p>	Clerk
2020/75	Mrs Akerman lost internet connection and so was unable to listen in to the rest of the PC meeting.	
2020/76 Standing Orders	<p>The Clerk said that the ones previously adopted in February 2020 had not been the most up to date version from NALC. All Councillors had since been circulated with the new version which had been adapted to suit the needs of Seend Parish Council.</p> <p><u>Resolution:</u> Mrs A'Bear proposed, seconded by Mrs Vince that these revised Standing Orders be adopted. All Councillors voted in favour.</p>	
2020/77 Financial Regulations	<p>The Clerk said that the ones previously adopted Financial Regulations in February 2020 had not be the most up to date version. All Councillors had been circulated with the new version which had been adapted to suit the needs of Seend Parish Council.</p> <p><u>Resolution:</u> Mr Lack proposed, seconded by Mr Williams that these revised Financial Regulations be adopted. All Councillors voted in favour.</p>	
2020/78 Statement of Accounts	<p>All Councillors had been circulated prior to the meeting with a copy of the Statement of Accounts prepared by DCK Accounting Solutions. The statement of accounts are looked at by the Internal Auditors and used for completing the Annual Return (AGAR) for the External Auditors.</p> <p>Mrs A'Bear pointed out that under donations, they have kept giving alternate names to Seend Shuttle and Community Bus implying they were different. It should be just one heading of Seend Community Shuttle Bus. She also said that in the list of Councillors, some had a title some simply had the name. The Clerk was asked to make a note to get this corrected for next year.</p> <p><u>Resolution:</u> Adoption of the accounts was proposed by Mrs A'Bear and seconded by Mr Lack. All Councillors voted in favour of adopting the accounts.</p>	Clerk
2020/79 Correspondence	<p>1. <u>COVID 19 Grant Funding</u> – The Clerk reported that both the Lye Field trustees and the Community Centre trustees had successfully applied for COVID19 grant funding from the government via Wiltshire Council, to help with the running costs during the lockdown. Both had received £10,000. The Community Centre had also received money for the furloughing of 4 staff members.</p> <p>2. <u>Household Recycling Centres</u> – now open with a post code entry system. The Clerk had put the details on the PO noticeboard and website.</p> <p>3. <u>Government initiative to encourage walking and cycling by improving road layouts to make space for safer cycling and walking.</u></p> <p>3.1 Wiltshire Council had circulated to all town and parish councils a briefing document on an initiative by the Department of Transport urging all councils to find ways of improving safe road access for cyclists and pedestrians. This is in light of the need for people to find alternate ways to get to work by avoiding public transport.</p> <p>3.2 In response to this initiative, Wiltshire Council has formed multi-disciplinary teams of officers for each community area to identify potential sites and measures using their local and technical knowledge. There would not be time for an extensive consultation with stakeholders and the public, but that officers should liaise with local members through the Area Boards. This would be the focus of the CATG for its forthcoming meetings.</p> <p>3.3 Seend Parish Councillors discussed what initiatives could be put forward to the Area Board that would improve pedestrian and cycling access in Seend Parish.</p> <p>3.4 Councillors acknowledged that the canal towpath provided an excellent off-road route to the neighbouring towns of Melksham, Devizes and Trowbridge. But wondered if safer routes could be created for safe travel on foot and bike within the parish itself.</p>	

	<p>3.5 Whilst there was a discussion on the desire to reduce the speed limit on roads such as The Pelch and Spout Lane, Councillor Seed said that reducing speed limits was not part of the remit of this particular initiative.</p> <p>3.6 <u>Resolution</u>: Mr Williams proposed that the following suggestions be put forward to the Area Board via CATG.</p> <ul style="list-style-type: none"> • Stocks to Seend Footpath alongside the A361- to explore the possibility of widening this path so that both cyclists and walkers can use it safely side by side. • A feasibility study into creating a safe cycle lane along the High Street. <p>This was seconded by Mrs Vince. Mr Manning abstained, but all other Councillors voted in favour.</p>																			
<p>2020/80 Financial Matters</p>	<p><u>Financial Matters</u>:</p> <p>1. <u>Cheques for Signatures</u></p> <table border="0"> <tr> <td>Came & Company</td> <td>£383.57</td> <td>Council insurance renewal</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£ 18.00</td> <td>NP Website updates</td> </tr> <tr> <td>DCK Accounting Solutions</td> <td>£300.00</td> <td>Preparation of Accounts</td> </tr> <tr> <td>Community First</td> <td>£40.00</td> <td>Membership Renewal</td> </tr> <tr> <td>Mrs S Bond</td> <td>£619.21</td> <td>Clerk May Salary</td> </tr> <tr> <td>Information Commissioner</td> <td>£40.00</td> <td>ICO Registration renewal</td> </tr> </table> <p><u>Resolution</u>: Mr James proposed acceptance of the cheques. Seconded by Mr Lack. All Councillors voted in favour.</p> <p>2. <u>Bank Reconciliation to end of April 2020</u> - £29,397.57</p> <p>3. <u>Safe Custody of Allotment Deeds</u> – the Clerk reported that for some reason Lloyds Bank had cancelled the standing order for the twice yearly payment for the safe custody of the allotment deeds. The Clerk had asked Lloyds the reason why payment had been stopped. Lloyds said that they were no longer charging charities and community groups for this service. They confirmed that they did still have the deeds. The Clerk said she had asked for written confirmation of this new change in the service, but had not yet received it. Mr Lack said that it would be important to get something in writing so that should the deeds become lost, there would still be an onus of responsibility on Lloyds Bank. The Clerk to follow this up.</p>	Came & Company	£383.57	Council insurance renewal	Camelot Media Ltd	£ 18.00	NP Website updates	DCK Accounting Solutions	£300.00	Preparation of Accounts	Community First	£40.00	Membership Renewal	Mrs S Bond	£619.21	Clerk May Salary	Information Commissioner	£40.00	ICO Registration renewal	<p>Clerk</p>
Came & Company	£383.57	Council insurance renewal																		
Camelot Media Ltd	£ 18.00	NP Website updates																		
DCK Accounting Solutions	£300.00	Preparation of Accounts																		
Community First	£40.00	Membership Renewal																		
Mrs S Bond	£619.21	Clerk May Salary																		
Information Commissioner	£40.00	ICO Registration renewal																		
<p>2020/81 Items for Note</p>	<p>1. <u>Static Caravans</u> – Mrs A’Bear said there were two static caravans in the Parish that needed keeping an eye on. She asked if it were possible for planning enforcement to visit to get confirmation that they were not being lived in. The Clerk to follow up with planning.</p> <p>2. <u>Seend School</u> – Mrs Heatley reported that Seend School would be open for some pupils from 1st June.</p> <p>3. <u>Social Media</u> – Mrs Heatley (Acting Chair) felt that in the current climate it would be a good idea for Seend Parish Council to set up a Facebook page so that it could pass on useful information to the community. At the moment, she was putting news items on the Seend village Facebook pages. The Clerk to look into how this could be done, and what the protocol was for parish councils using social media.</p> <p>4. <u>Seend Parish Council website</u> – The Clerk said that there was a requirement for all public body websites to meet minimum accessibility standards by the end of September. She felt that the PC’s existing website was not very good and would be hard to make compliant. She had found a website company called HugoFox who provided free templates for community groups and parish councils. She had contacted one of the parish councils who use them to get feedback, which was positive.</p> <p>4.1 <u>Resolution</u>: Mrs Vince proposed that the Clerk should use this company to create a new website for the Parish Council. Seconded by Mr Williams. All Councillors voted in favour.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																		

2020/82 Date of next meeting	The Acting Chairman thanked everyone for coming and closed the meeting at 9.12pm The date of when the next meeting would be due is 30 th June 2020	
---------------------------------	--	--

.....
Vice Chairman Anita Heatley (Acting Chairman)

Date: 30th June 2020