

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 31st October 2017 at Seend Community Centre.

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

Also present: Councillor Seed, Mrs Sue Bond (Clerk), and 13 parishioners.

Agenda Item		Action
2017/109 Apologies for Absence	There were no apologies for absence	
2017/110 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	<p>(i) There were no declarations of changes to the Register of Interests.</p> <p>(ii) Mr Haines, Mr Murch, Mrs McManus and Mr Wiltshire declared at interest in Agenda Item 5, Planning Application 17/09986/FUL 15 Dial Close. Mr T James and Mr Murch declared an interest in Agenda item 5. Planning Application 17/09226/FUL 52 Seend Cleeve.</p> <p>(iii) There were two requests for dispensations. Mr Murch and Mrs McManus who wished to be able to discuss the planning application 17/09886/FUL and to be able to vote. This was accepted.</p>	
2017/111 Police Matters	<p>1.1 Apologies were received from PCSO Maggie Ledbury who was unable to attend the meeting, but she notified us of the following incidents:</p> <p>1.2 On Saturday morning 7th October a White crew-cab Ford tipper SK 65 VHP bearing the name "P & M Driveways" with phone numbers in red and black lettering was driven into the private storage yard of Windsmere Stone & Granite at Sells Green, in spite of No Unauthorised Entry signs. Mr Johnson challenged the driver, a white male around 40 years with a thick Irish accent, he was stocky with short dark hair and facial stubble. He was accompanied by a boy of about 10 years. Mr Johnson said that it was obvious that he was not a customer and was scanning the contents of the yard. When asked to leave he became belligerent, aggressive and foul mouthed. His excuse for not heeding the warning notices was that he couldn't read. He was not concerned when notified that he was being recorded by CCTV.</p> <p>1.3 A catalytic converter was stolen from a Honda CRV motor car overnight whilst it was parked in Bath Road, Sells Green.</p> <p>Both incidents were reported to the Police.</p> <p>1.4 Other incidents to report include:</p> <p>17th Oct Exhaust stolen from a vehicle in Rusty Lane 19th Oct Shed burglary in Perry's Lane. Hedge Trimmers stolen. 28th Oct Fail to Stop RTC on Bollands Hill.</p> <p>1.5 It was noted that the Police will only record a traffic accident if there is a personal injury. Councillor Seed, however, did say that if a car driver hits another vehicle and then drives off, it becomes a crime and not just a traffic accident.</p>	
2017/ 112 Local Councillor Matters	<p>1.1 Councillor Seed reported that he would be attending a County Council meeting on the Core Strategy amendments on 1st November</p> <p>1.2 Councillor Seed reported that Seend had done well at the recent CATG meeting. This will be reported on under the relevant agenda item 2017/119.</p> <p>1.3 3 Mrs A'Bear expressed concern that Councillor Seed's report in the November issue of Spotlight regarding the lack of resources for highway projects was a little confusing. Councillor Seed provided an explanation. Some Councillors felt that clarification was needed to explain how the Council was setting its priorities for road improvements, for example, the Church Lane Crossing.</p>	
2017/ 113 Planning Matters	<p><u>1. Application Number: 17/08217/FUL – Blossom Hill, Trowbridge Road, Seend Update:</u></p> <p>1.1 The Chairman thanked all those involved (particularly Mark Wood, Jo</p>	

	<p>McManus and Sue Bond) in getting the letter about the planning application printed and delivered to all residents in the parish. It was reported that 156 letters of opposition were submitted. The Chairman asked the clerk to put a piece in Spotlight thanking those residents who had submitted comments.</p> <p>1.2 Councillor Seed reported that he had a meeting with the Planning Officer Mr Jones on the 16th October. Should the Planning Officer be minded to approve the planning application, then Councillor Seed will call in the application so that it can be considered by the Strategic Planning Committee and not just one planning officer. He said that the weight of objection does make a difference. He reported that he would be having a site visit with the Planning Officer on 1st November and he will keep the Parish Council informed of any news.</p> <p>1.3 The Chairman highlighted an inaccuracy in the Landscape Officer's report which said there were 2 SSSIs in close proximity. There are in fact 3, one of which adjoins the applicant's site. The Chairman asked Councillor Seed to convey this to the Planning Officer.</p> <p><u>2. Spiderweb Paddock</u> – to consider Inspector's Report 2007</p> <p>2.1 The Chairman reported that it was now 10 years since the Appeal Decision which set out a number of conditions on the landowner, some of which are still being flouted. He expressed frustration that the Enforcement Officer cannot do more to enforce the conditions.</p> <p>2.2 A resident reported that vehicles leave the site every morning, and they are never just arriving, which is a strong indicator that someone is living on the site. Also that a generator can be heard at night and early in the morning. The resident expressed frustration that the evidence she had provided some years ago seemed to have been ignored. However, Councillor Seed said that the evidence had been useful in that it enabled the Enforcement Officer to serve a notice that stated they can never claim residency. This can never be revoked. Councillor Seed advised the Councillors that they should gather up the evidence, such as the working generator and vehicles leaving the site each morning and that there will still non-agricultural vehicles on site, to show that the site was being lived on.</p> <p>2.3 Mrs McManus asked Councillor Seed what quality of evidence the Enforcement Officer was looking for to prove occupancy. Councillor Seed suggested that it might be useful for the Parish Council to arrange a meeting with the Enforcement Officer, and he would look into arranging this.</p> <p><u>3.1 Application Number: 17/09226/FUL</u> Site Location: 52 Seend Cleeve, Seend Melksham Wiltshire SN12 6PY Proposal: Conversion of an existing barn within the garden of the property to create studio.</p> <p><u>3.2 Resolved:</u> Mrs Heatley proposed that a condition be placed on the planning application that the barn should remain ancillary to the main house. With this condition, it was proposed that the application be approved. This was seconded by Mr Wood. Mr James and Mr Murch had declared an interest, so did not take part in the vote. All other Councillors voted to approve the planning application. <u>Approved Unanimously.</u></p> <p><u>4.1 Application Number: 17/09298/FUL</u> Site Location: The Barge Inn Seend Cleeve Seend SN12 6QB Proposal: Covered dining area and associated works, with replacement LPG tank compound and associated car park works.</p> <p><u>4.2 Resolved:</u> Approval was proposed by Mr Haines and seconded by Mrs A'Bear. Unanimously approved by all Councillors.</p> <p><u>5.1 Application Number: 17/09733/TCA</u> Site Location: Elm Cottage Seend Hill Seend Melksham Wiltshire SN12 6RU Proposal: Beech Trees - reduce to 6 feet.</p> <p><u>5.2 Resolved:</u> Approval proposed by Mrs A'Bear and seconded by Mrs Heatley. Unanimously approved by all Councillors.</p>	Clerk
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	motion was carried. Seend Parish Council objects to the planning application.	
2017/114 Items for Discussion from Members of the Parish	There were no items for discussion.	
2017/115 Chairman's comments	<p>1.1 The Chairman reported that he carried out the Clerk's appraisal and that this was the first time one had taken place. It had been a positive appraisal so he was saddened that the Clerk had since submitted her resignation.</p> <p>1.2 Following the surprise resignation of the Clerk, he called on the Councillors to consider increasing the number of hours the Clerk is paid to work, This should be discussed and agreed at the Precept meeting and any recommendations put to a full Council meeting at the end of November.</p> <p>2. Trees to commemorate soldiers who had died in WW1. The Chairman reported that he had spoken with the Seend branch of the Royal British Legion and they would be invited to attend the November meeting to discuss a possible location for the trees. 25 trees have been ordered, as this was the number of soldiers that had died in the Parish during the First World War</p> <p>3.1 The Chairman reported that he and the Clerk had received an email from a couple who were considering buying The Bell pub to convert it into a family home and a B&B. Councillors felt that this should be supported, as the pub was now looking very shabby and as there was no hope of it being re-opened as a pub, that a change of use should be accepted. A B&B could be a good use for it.</p> <p>3.2 <u>Resolved</u>: Mr Wood proposed that the Parish Council support this suggestion. Seconded by Mrs Vince. Unanimously approved.</p> <p>3.3 The Clerk to write to the couple inviting them to talk with the Parish Council.</p>	Clerk
2017/116 Minutes of the previous meeting held on 26 th September	<p>1. The Minutes of the previous meeting on 26th September 2017 had been circulated to all Councillors.</p> <p>1.2 <u>Resolved</u>: Acceptance of the Minutes as an accurate record was proposed by Mr Wiltshire and seconded by Mrs Vince. Mr Haines and Mr James were not present at the September meeting so did not vote. All other Councillors unanimously approved the minutes.</p>	
2017/117 Matters arising not already on the agenda	<p>1.1 <u>Minute 2017/93.1</u> – Registering the Lye Field as a Community Asset. The Chairman had contacted Rhys Schell to seek advice on how to register the Lye Field as a Community Asset when it already has charity status.</p> <p>1.2 <u>Minute no: 2017/93.1.2</u> Bench and Tree for Lye Field - Mrs A'Bear was still awaiting for the original quotes from Mr Manning. However, the Lye Field Committee had said they would prefer a metal circular bench rather than a wooden one. With regard to the purchase of a tree, the Clerk reported that this was on hold as the Chairman of the Lye Field said that he still needed to discuss this with the rest of the committee.</p>	
2017/118 Neighbourhood Plan and Community Land Trust	<p>1. Mrs A'Bear reported that following the resignation of Mrs McCulloch, there were now just 8 members of the Group. This comprised of 4 councillors and 4 parishioners. They were now getting quotes from consultants to prepare the Neighbourhood Plan document. Once a consultant was engaged, then things would begin to move quickly. Mrs A'Bear requested that another £2,000 be allocated in the Precept budget for the next financial year.</p> <p>2.1 The Chairman reported that following a CLT steering group meeting that he and Mrs A'Bear had attended, he felt very strongly that the Parish Council should support the setting up of a CLT for Seend. He said it was a chance for the parish of Seend to shape its own future by deciding what type of housing and location the village would want.</p> <p>2.2 The Parish Council would be expected to give £500 to help set up the CLT and he urged the councillors to support the expenditure. Mrs McManus expressed some concerns about the financial implications for the Parish Council and the community commitment that would be needed to ensure its</p>	

	<p>longevity. She did not understand how the money to purchase land, etc would be raised Dr Knott said that money would not be an issue as there were plenty of loans available and the government was supporting the CLT movement. Mr Crisp, said that he would be happy to front the first £500 if the Parish Council were unable to come up with the initial funds.</p> <p>2.3 Dr Knott said that the CLT would work very closely with the NPSG, as it would look to them to be their guide in defining the type and numbers of houses needed.</p> <p>2.4 Resolved: Mrs Vince proposed that Seend Parish Council agrees in principle to support the establishment of a Seend CLT. Seconded by Mr Wood. At a vote: Mrs A'Bear, Mrs Akerman, Mrs Heatley, Mr James, Mrs McManus, Mr Murch (Chairman), Mrs Vince, Mr Williams, Mr Wiltshire and Mr Wood voted in favour. Mr Haines voted against. The motion was carried.</p>	
<p>2017/119 Highways and CATG</p>	<p>Highways and the CATG meeting were taken as one agenda item.</p> <p><u>1.1 Bell Hill Crossroads</u> Following the number of accidents that have occurred on the Bell Hill crossroads, the Parish Council had raised a Community Issue calling for a safety review of the crossroads. This was discussed at the CATG meeting on 16th October. Mrs McManus reported that at the recent CATG meeting, she and Councillor Seed had successfully persuaded the members that a highway review of the crossroads was urgently required. The members voted in favour of putting it into the top five priority issues. This was good news for the Parish.</p> <p>1.2 Councillor Seed reported that the highway safety concerns of Bell Hill would now be looked at by professional road safety advisers. The study would be funded by Wiltshire County Council. However, any recommendations that are made following the study would have to be funded through CATG, and that Seend Parish Council would have to pay a third of the costs of any safety measures needed.</p> <p>2.1 <u>Church Crossing</u> – This was given the final go ahead for work to begin. The Parish Council had already agreed to pay a third of the costs which would be in the region of £2,000. But to make it clear, Councillors reiterated their commitment.</p> <p>2.2 <u>Resolved</u>: Mr Wood proposed that the Parish Council approve the expenditure of up to £2,000. Seconded by Mrs A'Bear. Unanimously agreed.</p> <p><u>3. Metro Counts at New Buildings and Sells Green</u> It was reported that both applications for metro counts were “in progress” and would hopefully take place soon.</p> <p><u>4. Future Highways improvements for Seend Parish</u> Councillors felt that it would be useful to set up a sub-group that would look at prioritising what highway safety measures it would want to introduce. Mrs McManus, Mr Haines, Mr James and Mr Williams agreed to be on a sub-committee. They would look in detail at the SRSI report and take forward some of the recommendations as well as some additional measures not in the report.</p>	
<p>2017/120 Area Board</p>	<p>Mr Williams attended the Area Board meeting on 18th November. He reported that the building of the new Sports Campus in Melksham was the main topic. He reported that once building work was begun in the middle of 2018, it would not take long to build.</p>	
<p>2017/121 Defibrillator</p>	<p>1.1 Mr Wood had circulated to Councillors detailed costings for the purchase of two defibrillators. The Clerk reported that the Parish Council had now received the Community Benefit cheque from the Sandridge Solar Farm Ltd. This was £1026.49. This would be spent on the purchase of one defibrillator and cabinet. However, it was felt that there would not be enough funds in this financial year to purchase two defibrillators, and to defer the purchase of the second defibrillator until 2018 when we would hopefully be able to apply for another BHF grant.</p> <p>1.2 <u>Resolved</u>: Mr James proposed that we first purchase a defibrillator for</p>	

	Seend Cleeve. Seconded by Mr Haines. All Councillors unanimously agreed.																																		
2017/122 Parish Steward	The Clerk reported that the Parish Steward had been unable to work in Seend last week due to sickness, but was hoping to come on Friday 3 rd November to carry out some of the tasks given to him.																																		
2017/123 Correspondence	<p>The Clerk reported that she had received two items of correspondence.</p> <p>1. Wiltshire Council has organised a Town and Parish Council Training & Networking Day on 17th November. This was mainly aimed at Clerks, but was open to a 2nd person from each council. The Clerk said she would be willing to attend.</p> <p>2. Letter from Wiltshire Council inviting councillors to a series of briefing sessions in November on the Council's review of the Wiltshire Core Strategy which was adopted in 2015. The Briefing sessions to take place in Trowbridge (13th), Chippenham (16th), Royal Wootton Bassett (20th) and Salisbury (30th)</p>																																		
2017/124 Website and Email	<p>1.1 The Clerk reported that she had exceeded the data allowance of her webmail account and was having to clear out a lot of old emails from the system. This was still not enough to bring her under the required allowance. She requested that she be allowed to upgrade her current package.</p> <p>1.2 For 3 mail boxes with 2gb of space each would cost £42.90 + VAT per annum. For 10 mail boxes with 2gb of space each would cost £117 + VAT per annum</p> <p>1.3 So for an additional £74, the Parish Council could get an email address for nearly all of the councillors, with 3 councillors perhaps sharing one or two mailboxes. The Clerk recommended that the Councillors agree to this suggestion. With the new Data Protection legislation coming into force next May, although not truly clear what the implications are for small parish councils and councillors who are volunteers, the Clerk recommended that the Parish Council takes this course of action.</p> <p>1.4 <u>Resolved</u>: Mrs McManus proposed that the Parish Council agrees to upgrade the webmail system to include 10 webmail boxes. Seconded by Mr Williams. Unanimously agreed.</p> <p>The Website and email system to be further discussed at the Precept meeting.</p>																																		
2017/125 Precept	The Precept Committee meeting is set for Monday 6 th November. Precept Committee members are: Mrs A'Bear, Mrs Heatley, Mr James, Mr Murch, Mr Wiltshire and Mr Wood.																																		
2017/ 126 Financial Matters	<p>1. There were 11 cheques for signature:</p> <p><u>Cheques for Signatures</u></p> <table> <tr> <td>British Heart Foundation</td> <td>£600.00</td> <td>Defibrillator</td> </tr> <tr> <td>John Tilley</td> <td>£120.00</td> <td>Mowing & Strimming by Horseponds</td> </tr> <tr> <td>Seend PCC</td> <td>£300.00</td> <td>Donation Churchyards</td> </tr> <tr> <td>Seend PCC</td> <td>£200.00</td> <td>Donation Church Restoration</td> </tr> <tr> <td>Seend PCC</td> <td>£375.00</td> <td>Donation Spotlight</td> </tr> <tr> <td>Seend Community Bus</td> <td>£400.00</td> <td>Donation Shuttle Bus</td> </tr> <tr> <td>Seend Link</td> <td>£450.00</td> <td>Donation</td> </tr> <tr> <td>Age UK</td> <td>£100.00</td> <td>Donation</td> </tr> <tr> <td>BRAG</td> <td>£ 50.00</td> <td>Donation</td> </tr> <tr> <td>Mrs S Bond</td> <td>£366.29</td> <td>Clerk Salary October</td> </tr> <tr> <td>Wiltshre Publications Ltd</td> <td>£ 83.52</td> <td>Job Advert</td> </tr> </table> <p>1.1 <u>Resolved</u>: Acceptance of the cheques was proposed by Mr Wiltshire and seconded by Mrs Vince. All Councillors approved.</p> <p>2. Bank reconciliation to end of September 2017 - £21,147.03. This included the second payment of the Precept.</p> <p>3. <u>Internal Auditors Report's Recommendations</u></p> <p>3.1 The Clerk reported that the Internal and External auditing of the Parish Council Accounts had now been completed the Conclusion of Audit notice was now on the website. The Clerk reported that the Internal Audit report had made 4 recommendations.</p>	British Heart Foundation	£600.00	Defibrillator	John Tilley	£120.00	Mowing & Strimming by Horseponds	Seend PCC	£300.00	Donation Churchyards	Seend PCC	£200.00	Donation Church Restoration	Seend PCC	£375.00	Donation Spotlight	Seend Community Bus	£400.00	Donation Shuttle Bus	Seend Link	£450.00	Donation	Age UK	£100.00	Donation	BRAG	£ 50.00	Donation	Mrs S Bond	£366.29	Clerk Salary October	Wiltshre Publications Ltd	£ 83.52	Job Advert	
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	<p>i) <i>The minutes of meetings should be recorded in accordance with best practice NALC and legal requirements.</i> The Clerk said she had now begun making the necessary changes to the way the minutes are recorded.</p> <p>ii) <i>The Council should ensure that it retains appropriate balances to ensure the continued and efficient running of the Council whilst making sure they do not reach excessive levels of reserves.</i> The Clerk reported that the Parish Council needs to make clear what finances they were earmarking for future projects.</p> <p>iii) <i>The Council should review the allotment rents annually, formally recording the outcome of their deliberations in the minutes ensuring that the rents charged remain fair and appropriate.</i> The Clerk reported that they would undertake a review at the Precept meeting and report back at the next meeting.</p> <p>iv) <i>The Asset Register details should be amended to identify both the Annual Return values for the individual assets together with the insured costs.</i> The Clerk reported that she was in the process of doing this.</p> <p>4.1 <u>External Auditor Recommendation:</u> <i>The Authority has incorrectly included Council Tax Support Grant of £22 in Box 2. Council Tax Support Grant should be included in Box 3. Box 2 should state £12,141 and Box 3 should state £1,596. The Authority should restate the 2017 figure on next year's Annual Return and write "Restate" beneath the £ sign on the 2017 column.</i></p> <p>4.2 The Clerk reported that this would be corrected on next year's Annual Return.</p> <p>5.1 <u>Governance and Management Risk Register</u> This had been circulated to the Councillors prior to the meeting. On discussion it was agreed that no changes were needed at this time.</p> <p>5.2 <u>Resolution:</u> Mrs Vince proposed that the Governance and Management Risk Register be re-adopted. This was seconded by Mrs Heatley. All Councillors unanimously approved.</p>	
<p>2017/ 127 Items for note</p>	<p>1. Mr Williams to investigate how the Parish Council can get involved in next year's Britain in Bloom competition. Mrs Vince agreed to help him.</p> <p>2. Interviewing of potential new Clerk. Date to be agreed. Mrs Akerman and Mr James and the Chairman to do the interviewing.</p> <p>3. Room Set up – Mr James and Mr Wood.</p> <p>4. Salt Supplies – Mr Wiltshire to ensure that the salt gritter is ready and that we have enough salt supplies.</p>	<p>Mr Williams & Mrs Vince</p> <p>Mr Murch, Mrs Akerman & Mr James</p> <p>Mr James/ Mr Wood</p> <p>Mr Wiltshire</p>
<p>2017/128 Date of next meeting</p>	<p>Tuesday 28th November 2017</p> <p>There being no other business, the Chairman closed the meeting at 10.25pm</p>	

CHAIRMAN
Date: 28th November 2017