

## SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 25<sup>th</sup> August 2020. 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, Mr J Williams and Mr M Wiltshire.

Also Present: Sue Bond (Clerk) and Councillor Jonathon Seed.

Agenda Item		Action
2020/114 Apologies	Mr P Manning, Mr B Nicholls, Mrs C Vince and Mr Wiltshire	
2020/ 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.	
2020/115 Local Councillor Matters	<p>1. <u>Planning</u> - Councillor Seed said that he had been involved in a number of planning issues. He briefly commented on the proposed changes to the Planning system that would make the planning process simpler for some types of development. He said that there had been some concern from towns/parishes who were working on Neighbourhood Plans and whether the proposed changes to the regulations would weaken their powers. He said that he still needed to look at the details of what was being proposed before being able to comment further.</p> <p>Mention was made of 2 consultations (a) Planning for the Future White Paper, consultation closes 31 Oct and (b) Changes to Current Planning System, consultation closes on 1 Oct 20).</p> <p>2. <u>Melksham Area Board meeting</u> – Tuesday, 8<sup>th</sup> September. This would be a virtual meeting using Teams. Mr Williams will attend the meeting on-line.</p>	
2020/116 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 28<sup>th</sup> July had been circulated to all Councillors.</p> <p><u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mr Lack and seconded by Mr James. All Councillors agreed the minutes were an accurate record.</p>	
2020/117 Matters Arising Not Already on the Agenda	<p>1. <u>Finger Post, Love Walk</u> – Now installed. Many thanks to Frank Teasdale, Nathan Hamblin, Jamie Hiscocks and Andy Waylen. No doubt some people will have seen the photos placed on Facebook - excellent community work!</p> <p>2. <u>Safe Custody Deeds</u> – letter has been delivered to the bank requesting retrieval of the deeds so they can be scanned. It needs 2 x signatories to collect them. They can be signed out for 14 days and then they will need to be returned. The Clerk will scan the documents so that the Parish Council has a digital version of them.</p> <p>3. <u>Static Caravans</u> – Planning Enforcement has visited a number of sites in the Parish where there are static caravans. He has reported that the caravans/mobiles are being used in accordance with their ancillary use of the land. A letter has been written asking them to confirm this in writing that this is and will be the case.</p> <p>4. <u>New Parish Council Website</u> – The Clerk reported that this is almost completed and hopes it will go live before the next Parish Council meeting. Mrs Heatley thanked the Clerk for all the work she has done on this. Once this is done, the Clerk will look in to creating a PC facebook page on the Seend Village Facebook.</p> <p>5. <u>Flood Plan</u> – The Clerk to arrange a meeting next month, once Mr James</p>	<p>Mrs A'Bear/Mrs Heatley</p> <p>Clerk</p> <p>Flood Plan</p>

	<p>has returned to Seend.</p> <p>6. <u>Benches/Circular Bench</u> – Mr Williams has replaced the slats to the bench in Bradley Lane and also the one at the end of Dial Close. Mrs Heatley passed on her thanks to Mr Williams for doing such a good job. The circular bench for Love Walk is due for delivery on 17 September.</p> <p>7. <u>Replacement Noticeboard at Rew Farm, Seend Cleeve</u> – The Clerk said that it may be better to repair the backing of what is currently there rather than buy a new one. She said that it would be good to have a second opinion from Mr James when he returns to Seend.</p> <p>8. <u>Milestone – Manor House</u> – The Clerk reported that she had spoken to Highways, Wiltshire Council's Conservation Officer and been in touch with the Milestone Society in order to get approval and advice to undertake the work. The Milestone Society said that it is important to use the right paint. The next step is to ask Highways if the Parish Steward would be allowed to undertake the work, as it may not strictly be part of his remit.</p> <p>9. <u>Vicarage Wall</u> – works now completed.</p>	<p>Committee</p> <p>Clerk &amp; Mr James</p> <p>Clerk</p>
2020/118 Police Matters	<p>1. Mrs Heatley said that there was very little to report apart from the following:</p> <p>12 Aug – just outside our boundary at Baldham on the A361, a road traffic collision involving 4 vehicles. One of the drivers involved failed a drug swipe test and was arrested on suspicion of drug taking.</p> <p>15 Aug – a narrowboat disturbed a wasp nest and several people, including paramedics, were stung many times.</p> <p>2. The Wiltshire Rural Crime Survey 2020 is now open and Sue will put it on the website. It is asking for any concerns rural communities may have so they can consider initiatives to alleviate them. It takes 10 minutes to complete and the survey closes on 7 Sep. A Wiltshire Rural Crime Team will be launched in September. The Clerk to put this on the website.</p>	Clerk
2020/119 Neighbourhood Plan	<p>Mrs A'Bear said that the Reg.15 stage of the Neighbourhood Plan was now complete. The reviewed Neighbourhood Plan had been submitted to Wiltshire County Council for the next stage. Reg.16. This involves another 6 week consultation period at some point in the future. Wiltshire County Council is responsible for this consultation.</p> <p>All of the reviewed reports are now available to read on the website.</p> <p>All of the Reg.14 consultation reports are now archived in the "MORE" section of the website</p>	
2020/120 Highways	<p>1. The Clerk reported that she had emailed Mr Stansby, Senior Traffic Engineer, to ask for an update on some outstanding work in the Parish and to find out when the more regular work of CATG will resume.</p> <p>2. Mr Stansby said that Cabinet Member Bridget Wayman had recently circulated to CATG members an update on the reallocation of road space projects to give greater priority to cyclists and pedestrians.. This was read out to councillors and will be emailed to them.</p> <p>3. <u>Church Crossing</u> – Mr Stansby said the replacement High Friction strip at the crossing point remains on the list to be done, but there is no timetable for this at present. For follow-up enquiries about this, the Clerk should contact Diane Ware, project manager, direct.</p> <p>4. <u>Traffic Surveys (metro counts)</u>. A metro count had been requested for Bollands Hill earlier in the year, but all traffic surveys were put on hold during the Lockdown. Mr Stansby said that these will resume once the schools re-open. However, there is a backlog to work through (of around 6 months) and I have not seen a timetable for this work.</p> <p>5. <u>Parking Restriction White Lining</u> – The Clerk to submit a Highway Improvement Request form before the next CATG meeting. This is for the</p>	Clerk

	<p>driveway to the right of the Post Office.</p> <p>6. <u>Parking on the green in The Lye</u> – a notice will appear in the October issue of Spotlight requesting that residents do not park on the grass area which has been designated a Local Green Space in the forthcoming Neighbourhood Plan.</p> <p>7. Next CATG is on Thursday 24th September, 4.30pm. Mr James will attend the on-line meeting.</p>	
2020/121 Planning Applications	<p>1. <u>Planning Updates</u></p> <p>1.1 <u>Response from Planning re the green notices</u> The Clerk read out a letter from Mr Mike Wilmot, Head of Development Management, in response to the PC's letter about the unsatisfactory either/or approach to the display of green notices or consult with neighbours. His response which seemed to reiterate the current and continuing system of either displaying a green notice or consulting with neighbours who shared a boundary, and that it was left to the applicant to put up the green notice.</p> <p>1.2 Mr Wilmot also intimated that it was likely that there would be a government backed move away from “<i>notices on lampposts to an interactive and accessible map based online system</i>”.</p> <p>1.3 Councillors felt that this was an abdication of the responsibility of planners to properly consult with the wider community. That for many people, it was the siting of a green notice that alerted them to a planning application. Without the green notice, members of the public would have to be much more proactive in checking what development may be happening in their area. Many still did not have access to the internet. Councillors also felt that it was wrong to put the responsibility of putting up the green notice on to the applicant.</p> <p>2. <u>Planning application updates</u></p> <p><u>Agricultural Barn, Curnicks Lane (20/04042/PNCOU)</u> Change of use to a dwelling house. This application has been refused.</p> <p><u>Park Farm (20/02213/FUL)</u> – no decision yet. <u>Lock Cottage (20/03345/FUL)</u> – no decision yet.</p> <p><u>The Brewery - 20/04891/FUL and 20/05644/LBC</u> This application has been withdrawn. There were 153 letters sent in.</p> <p><u>1 Dial Close, Seend 20/06369/TCA</u> – to reduce in height by 50% a variegated holly tree which was causing excessive shading and damaging the grass - Planning sub-committee was able to deal with this prior to today's meeting.</p> <p><u>New Applications:</u></p> <p>3. <u>Application Ref: 20/06520/TCA</u> Site Location: Beech House, High Street, Seend Proposal: 2 x Yew trees – reduce by 3m Catalpa tree – reduce by 2m</p> <p><u>Resolution:</u> Mrs A'Bear proposed, seconded by Mr Padfield that this application be approved. All Councillors voted in favour.</p> <p>4. <u>Application Ref: 20/06521/TCA</u> Site Location: Grafton House, High Street, Seend Proposal: 4 x Maple trees – reduce by 3m and thin 10% 1 x Maple tree – removed overhanging branches 1 x Red Oak – reduce by 3m</p> <p><u>Resolution:</u> Mr Lack proposed, seconded by Mr James that this application be approved. All Councillors voted in favour.</p> <p>5. <u>Application Ref: 20/06636/TCA</u> Site Location: Church of the Holy Cross, Seend Proposal: Yew (T4) prune the lower branch extensions to reduce the weight</p>	

	<p>and so lift the branches, therefore enabling easier maintenance of graves beneath.</p> <p><u>Resolution:</u> Mr Williams proposed, seconded by Mrs A'Bear that this application be approved. All Councillors voted in favour.</p> <p>6. <u>Application Ref: 20/06323/FUL</u>  Site Location: Cleeve House, The Stables, Trowbridge Road, Seend  Proposal: change of use of ancillary residential building to holiday let.</p> <p>There was a short discussion on this application.</p> <p><u>Resolution:</u> Mr Williams proposed, seconded by Mr Padfield that this application should be approved. All Councillors voted in favour.</p> <p>7. <u>Application Number: 20/06512/FUL</u>  Site Location: 15 Dial Close Seend SN12 6NP  Proposal: Proposed Proposed New Access following demolition of existing detached garage, New Dwelling and New Detached Garage  (Re-submission of 17/09986/FUL)</p> <p>As this was an application to extend the implementation date which expires in Dec 2020, the Councillors felt that this was a straight forward approval, as the actual plans have not changed and were approved in 2017.</p> <p><u>Resolution:</u> Mr James proposed, seconded by Mr Padfield, that this application should be approved. There was one objection, but all other Councillors voted in favour of the application being approved.</p>										
2020/122 Correspondence	<p>1.1 <u>Trees in Dial Close</u> – the Clerk had circulated a letter from Mr Steve Vaux who highlighted the need for some tree maintenance to be carried out on the group of trees at the entrance to Dial Close. He had also requested that if the PC were paying for a tree surgeon to do the work here, could they also pay for the felling of a dead elm tree near the tack shed on the Lye Field. He cited the reduced Lye Field income due to the COVID19 lockdown.</p> <p>1.2 Mrs A'Bear said that the NP steering committee had been unable to find out who owned the land, and that currently Wiltshire Council were cutting the grass. The entrance to Dial Close had been designated a Local Green Space in the NP. Mrs Heatley said that as the trees were in a Conservation Area, planning consent would be needed. She would ask Mr Tony Murch if he had any information on the ownership of the land.</p> <p>1.3 The Clerk was asked to contact Wiltshire Council to find out who would be responsible for the trees. And, if it turns out the PC are responsible, then investigate what needed to be done to get planning consent</p> <p>1.4 Councillors also suggested that it would be up to the Lye Field Trustees to apply for planning permission to cut down the dead elm tree that is on the Lye Field, as it is in a conservation area.</p> <p>2. <u>Bollands Hill – increase in number of HGVs.</u> A resident of Bollands Hill had spoken with the Clerk, concerned about a new haulage company that was increasingly using the route. Mr James said that they were a grain haulage company who would be taking grain to Shrewton and onto Southampton docks. He said that this was likely to be a seasonal activity. It was agreed that there was nothing the Parish Council could do about this.</p>	<p>Mrs Heatley</p> <p>Clerk</p>									
2020/123 Freedom of Information Policy And Retention of Documents Policy	<p>1. The Parish Council's Freedom of Information Policy and the Retention of Documents Policy had been circulated to all Councillors prior to the meeting. The Clerk said that there were no revisions from when they were first adopted it in August 218.</p> <p>1.1 <u>Resolution:</u> Mr James proposed that these two policies be re-adopted. Seconded by Mr Lack. All Councillors voted in favour.</p>										
2020/124 Financial Matters	<p><u>Financial Matters:</u></p> <p>1. <u>Cheques for Signatures</u></p> <table border="0"> <tr> <td>Mr Frank Teasdale</td> <td>£94.00</td> <td>Materials for wooden fingerpost</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£12.00</td> <td>NP website updates</td> </tr> <tr> <td>Mrs S Bond</td> <td>£619.21</td> <td>Clerk August Salary</td> </tr> </table>	Mr Frank Teasdale	£94.00	Materials for wooden fingerpost	Camelot Media Ltd	£12.00	NP website updates	Mrs S Bond	£619.21	Clerk August Salary	
Mr Frank Teasdale	£94.00	Materials for wooden fingerpost									
Camelot Media Ltd	£12.00	NP website updates									
Mrs S Bond	£619.21	Clerk August Salary									

	<p>CPRE £ 36.00 PC Membership renewal JDH Gardening £ 60.00 Installation of Love Walk Finger Post</p> <p>1.1 <u>Resolution</u>: Mr Lack proposed acceptance of the cheques. Seconded by Mr Williams. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of July 2020 - £24,994.64</p> <p>3. <u>Internal Audit Recommendation</u></p> <p>One of the two recommendations that came out of the 2019-20 Internal Audit report was as follows:</p> <p><i>"We (Internal Auditor) note that DCK have calculated debtors and creditors as at 31 March 2020, resulting in a difference between Boxes 7 and 8 on the 2019/20 AGAR. This is an unusual practice for a Council of this size, and normally only applies to Councils with a budget in excess of £250,000 pa. This approach should be queried with DCK with regard to the 2020/21 Accounts, which should be prepared on a more normal Receipts and Payments basis.</i></p> <p><i>R2: In the statement of Accounts, DCK Accounting should be asked to justify their application of income and expenditure accounting (identifying debtors and creditors) to a small authority like Seend Parish Council, where simpler Receipts and Payments Accounting basis would be more appropriate. Any agreed change should take place from 2020/21, which may require a restatement of the 2019/20 AGAR."</i></p> <p>The Clerk had contacted DCK Accounting asking for a response to the Internal Auditor's recommendation.</p> <p><u>DCK Accounting Response</u> – Mr Derek Kemp wrote the following <i>"When the Accounts and Audit Regulations were first introduced in 1996, the limit for Receipts and Payments (R &amp; P) reporting was £5,000. Consequently, Seend's accounts were (correctly) produced on an Income and Expenditure (I &amp; E) basis. Over the years the limit for R &amp; P accounting has been progressively raised to the current £200,000. It is important to understand that R &amp; P accounting is inherently incomplete accounting hence we have never suggested reverting to it. There is absolutely no obligation on smaller councils to report on this basis (it is a permissible limit not a mandatory one) and, having started out in the Income and Expenditure basis we strongly recommend that that be retained.</i></p> <p>Mr Kemp concluded that <i>"Council Audit give an option to report on a receipts and payments system, but there is no legal obligation to do so. The current method is more accurate and transparent. The Internal Auditor can make recommendations but can't insist that the PC acts on all recommendations."</i></p> <p>The Parish Councillors needed to decide whether to keep the same current accounting system as recommended by our Accountants or request that it be changed to the Receipts and Payments Accounting system.</p> <p><u>Resolution</u>: Mr Padfield proposed that the Parish Council keep the same accounting method that has always been used. This was seconded by Mrs Akerman. All Councillors voted in favour.</p>	
2020/ 125 Items for Note	<p>1. <u>Sat 15 Aug, VJ Day</u>, Seend Branch of The Royal British Legion held a short ceremony at the War Memorial which was decorated with bunting and wreaths were laid and Len Murray rang the bells 75 times to commemorate the 75<sup>th</sup> anniversary. Many thanks to Mr Murray for doing this.</p> <p>2. <u>New Wiltshire Council website</u> - Mrs Heatley reported that this was now live.</p> <p>3. <u>CPRE Membership</u> – Mrs A'Bear asked whether the PC were receiving</p>	

	<p>the CPRE magazine. The Clerk confirmed that they were, and would in future circulate it to all interested Councillors on a circulation list.</p> <p>4. <u>Parking problems in Spout Lane</u> – Mr Wiltshire had asked the Clerk to mention that there were an overwhelming number of cars parking in Spout Lane over the last weekend, that were causing a great deal of trouble for local residents, and had been blocking the access to the farmer's fields at the bottom.</p> <p>5. <u>Parish Council meetings</u> – Mrs Heatley said she had hoped that we might be able to resume face to face councils meetings from September, but on enquiry to the Lye Field secretary, was told that the Pavilion guidelines say that no meetings to take place unless it can be demonstrated that COVID Lockdown requirements can be complied with for groups of 30 or less. As this would be difficult to do, and in the light of Wiltshire Council still continuing with virtual meetings, it was felt that the next PC meeting should be a virtual one.</p> <p>6. Mr James will be back in Seend by the next PC meeting and will resume the Chairmanship. Mrs Heatley thanked Mrs A'Bear for stepping into the role of Vice Chairman, whilst she had taken on the role of Acting Chairman.</p>	
2020/126 Date of next meeting	<p>The Acting Chairman thanked everyone for coming and closed the meeting at 20.47.</p> <p>The date of the next meeting is 29<sup>th</sup> September 2020</p>	

.....  
**Terry James, Chairman**

**Date: 29<sup>th</sup> September 2020**