

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 25th April 2023. This meeting was held in the Community Centre.

Present: Mr Terry James, Mrs Anita Heatley Mrs Pamela Akerman, Mrs Jackie Hamblin, Mrs Bridget Johnstone, Mr William Lack, Mr Phil Springate, Mr John Williams, Mr Martin Wiltshire

Also Present: Cllr Tamara Reay, Clerk, and 3 Parishioners

Agenda Item	Detail	Action
2023/058 Apologies for Absence	Jamie Halliday	
2023/059 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) – Pamela Akerman declared an interest in Planning application PL/2023/02712 and Broad Lane. Martin Wiltshire declared an interest in Spout Lane. There were no other declarations of interest in items on the agenda (iii)- There were no requests for dispensations.	
2023/060 Local Councillor's Matters	Cllr Reay provided the following updates on local matters: No report this month	
2023/061 Minutes of the Previous Meeting	The Minutes of the meeting held on 28 th March 2023 were circulated to all Councillors. Acceptance of the Minutes of this meeting as an accurate record was proposed by Anita Heatley and seconded by Jackie Hamblin. With the exception of Terry James and William Lack who were not present at this meeting, all remaining Councillors present voted in favour. A shortened version of the minutes will be placed in Spotlight.	Clerk
2023/062 Matters Arising Not Already on the Agenda	Seend Cleeve Sewage Spill Wessex Water advised their recent survey of the sewage pipe in the vicinity of the pumping station has recorded some ingress of tree roots into the pipe. Steps will be taken to rectify this.	
2023/063 Items for Discussion from Members of the Parish	None	
2023/064 Local Highways & Footpath Infrastructure Group (LHFIG)	Local Highways & Footpath Infrastructure Group (LHFIG) Seend Cleeve Northern Extension of 30mph speed limit The extension of the existing 30mph speed limit needs to be implemented before new residents arrive. Tamara Reay advised that Highways were reviewing the requirement and requested details of the funding provision for this extension. The Clerk to forward details.	Clerk

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	Bollands Hill LHFIG agreed this item should remain on their Agenda. Concern was raised regarding the road width below the junction with Pelch Lane. LHFIG stated that the minimum width for central white lines to be applied was 5.5m. The actual road width at this location is 4.8m. The Clerk to advise LHFIG of the Council's findings and include Tamara Reay. Much of the HGV traffic using Bollands Hill also passes through Worton. Tamara Reay advised that options to limit HGV traffic travelling through Worton are to be discussed at their Annual Parish Meeting 15th May. If possible, the Clerk to attend with Tamara Reay The Stocks Advanced Direction Signage (ADS) LHFIG are scheduling the deployment of the additional signage. Although a firm date has not been forthcoming, the Parish Council believes the deployment will be completed within the next three months. Broad Lane Concerns were raised regarding the general state of the lane and verges adjacent to Cherry Tree Farm. The verges need to be cleared of farm machinery and other related items. Potholes along part of the lane also need to be filled. The Clerk to report the potholes on MyWilts App and task the Parish Steward to visit the lane to fill some of the smaller potholes and report any that are beyond the capability of the Parish Steward. Bradley Lane The Clerk advised Wiltshire Council Rights of Way and Countryside Team that their quote to upgrade the surface of Bradley Lane was acceptable and details of the land owners had been provided. Correspondence to be shared with Tamara Reay. Rusty Lane The new surface does not reach the Canal at the lower end of Rusty Lane. The Clerk has written to the Rights of Way and Countryside Team. Correspondence to be shared with Tamara Reay. High Sided Vehicles, High Street Seend A vehicle collided with the roof of a listed building at the Pinch Point on A361, Seend High Street. The matter has been reported to LHFIG who subsequently advised we consider the implementation of Shuttle Working Traffic Lights at this point. Although there will be some 'downside' with such an installation, there are significant advantages if this was implemented, not only protecting adjacent property but also being able to widen the existing pedestrian footway and potentially reduce vehicle speeds in this vicinity. Councillors were willing to consider this option. The Clerk to advise LHFIG and request this as a new agenda item for the next LHFIG meeting. Speedwatch The issue of 'hands-on' as opposed to 'online' Speedwatch training was raised with LHFIG. We were advised that John Derryman (PCC) may be able to assist. The Clerk to forward John Derryman's contact details to John Williams. The next LHFIG meeting is 4th July 2023. The Chairman and Clerk to attend.	Clerk Tamera Reay / Clerk Clerk Clerk/ Tamara Reay Clerk/ Tamara Reay Clerk Clerk Chairman/ Clerk



Agenda Item	Detail	Action
2023/065 Neighbourhood Plan	Nothing to report	
2023/066 Planning Matters	PL/2023/00050 – The Laurels, High St, Seend - Installation of garage door to existing carport The Parish Council notes there are no changes to the fabric of the building and the new frontage of garage will be in traditional timber with small glass panes that will match neighbouring property and should enhance the listed building and surrounding area. Resolution: William Lack proposed this application be approved. This was seconded by John Williams. All remaining Councillors present voted in favour. PL/2023/02434 – Rusty Lane Farm, Bath Road - Replacement ancillary accommodation outbuilding. Resolution: Anita Heatley proposed this application be approved with the Condition that the building remains 'Ancillary' to the main house. This was seconded by Terry James. All remaining Councillors present voted in favour. PL/2023/02712 – Barn at Curnicks Lane, Sells Green, Seend SN12 6RL - Demolition of one building (which has an approved residential use) and replacement with one purpose built residential dwelling This application is for the demolition of a barn to be replaced with a residential dwelling with 4 bedrooms. The Appeal in 2021 approved the conversion of the barn into a <u>2-bedroom</u> house and permitted development was granted. At the time of that application in 2017, Seend Parish Council, and the Case Officer's Report (17/03312/PNCOU) dated 6 Apr 2017 stated that that proposed development would require a rebuild. The Appeal (Decision Date 8 Feb 2021) also states at para 7 that "I do not consider the proposal to be a 'fresh build' because the barn is capable of conversion to residential use without operations that would amount to substantial re-building of the structure." With the exception of one wall, no external structural changes are required, and the development would almost entirely rely upon the existing building." Para 8 states "I consider the new wall and windows necessary to convert the barn to a dwelling house." Under para 13, it states the introduction of a full-length window would show domestication of the area, including 2 parking spaces but "I conclude that the building would clearly read as an agricultural barn, albeit one that is now used for residential purposes". It is also noted that the Appeal did not consider concerns raised about whether the Applicant had the right to vehicular access along Curnick's Lane, a single-track lane being a public bridleway. This new application today is asking for a demolition of the barn so this has now become a rebuild or 'fresh build' for a much larger house i.e. a 4-bedroom house as opposed to the 2-bedroom house that was granted under a permitted development conversion and will obviously include the construction of new structural elements for a domestic dwelling rather than a	Clerk Clerk

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	conversion of an agricultural barn. This application now suggests that the works are so great that the extent of the works now forms a 'fresh build' i.e. the development is starting afresh and the extent of the work required to make the building habitable is to such an extent that it is now not a conversion but a rebuild and the building is not capable of conversion to a 4-bedroom house. There are further concerns in para 1.2 of the Planning Statement of March 2023 with regards to "retaining certain elements of its construction which will compromise the thermal efficiency of the building". This suggests that significant construction changes will be needed. The right of access also needs to be considered. In 2017 the Senior Rights of Way Officer indicated during pre-application stage that the access to the site is not a byway open to all traffic. It is a bridleway (SEEN55) and the only public recorded rights along it is on foot, horseback or bicycle. For vehicles to drive along this bridleway, a right of access would be required. It is an offence to drive along a bridleway without lawful authority. Access must be lawful so this should be a concern and needs to be considered. No details of a right of access have been included in this application and it can be assumed that there would be further increase in the volume of traffic using this bridleway if a 4-bedroom house is allowed. For these reasons, the demolish and rebuild of a domestic house is of such a large scale i.e. 4 bedroom with 3 parking spaces that Seend Parish Council objects to this application. Resolution: Anita Heatley proposed this application be objected for the reasons given in the comments. This was seconded by Philip Springate. With the exception of Pamela Akerman who had declared an interest in this application, all remaining Councillors present voted in favour. Blossom Hill It has been noted that there has been two caravans parked at this location which is in contravention with the Planning Conditions for this location that state, "No more than 2 caravans, of which no more than 1 shall be a static caravan" are allowed. In addition, the hard standing area has been enlarged. The Clerk to write to Wiltshire Council	Clerk Clerk
2023/067 Sandridge Solar Community Benefit Payment	An additional cycle rack adjacent to the East Bound Bus Shelter at Sells Green has been installed. There is the potential to install cycle racks at the 3 Magpies. John Williams to agree an exact location and number of racks with the Landlord. There is the further possibility of deploying some racks at the new development in Seend Cleeve and the School.	John Williams
2023/068 Devizes Area Board	The next Devizes Area Board meeting will take place on 19 th June 2023	Pamela Akerman / John Williams

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2023/069	Councillor Development Bridget Johnstone provided feedback on the Dynamic Councillor Training Course which she found both useful and positive especially the process being adopted by Calne Town Council to obtain additional grant funding for the benefit of the local community. Bridget volunteered to attend the follow up training session (£60) on 26th July. William Lack proposed that Bridget Johnstone attend the next training session on 26th July (Cost £60) seconded by John Williams. All Councillors who were present voted in favour.	Bridget Johnstone
2023/070 Items of Correspondence	Roadside Parking adjacent the Barge Canal Bridge Evidence of excessive vehicle parking at this location has been collected. The Clerk to write to the Canal and River Trust Regional Manager. Roadside Parking adjacent the Spout Lane Canal Bridge Evidence of excessive vehicle parking at this location has been collected. The Clerk to write to Highways regarding the possibility of re-instating the adjacent white lines and the Canal and River Trust Regional Manager. Parish Tree Work The Clerk to reply to Steve Johnson to obtain permission to undertake the identified tree work in Dial Close. The Clerk to advise Steve Johnson to contact Ric Ellinger regarding the work required to the trees in the Lye Field.	Clerk Clerk Clerk Clerk
2023/071 Parish Steward	The Clerk to request the Parish Steward undertake the repair of Pot holes in Broad Lane between Broad Lane Farm and Cherry Tree Farm The Clerk to report to Highways the trench accommodating the water pipe crossing Bollands Hill adjacent to the Allotment Entrance has subsided causing a dip in the road.	Clerk Clerk
Annual Governance & Accountability Return (AGAR) 2023/072	Annual Governance & Accountability Return (AGAR) 2022/24 a) Certificate of Exemption – AGAR 2023/24 Form 2 The Certificate of Exemption had been completed and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's Income & Expenditure during the financial year. <u>Resolution:</u> William Lack proposed and Phil Springate seconded the approval of the completed Certificate of Exception. All Councillors present voted in favour. The Clerk to send the Exemption Certificate to the Internal Auditors and External Auditor. b) Section 1 - Annual Governance Statement 2023/24 The Annual Governance Statement 2023/24 had been completed and circulated to all Councillors before the meeting. All agreed that	Clerk



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	the answers given were a true reflection of the Council's actions during the financial year. <u>Resolution:</u> Terry James proposed and William Lack seconded the approval of the completed Corporate Governance Questionnaire and certificate of Exception. All Councillors present voted in favour. The Clerk to send a copy of the Annual Governance Statement to the Internal Auditors c) Section 2 – Accounting Statements for 2023/24 The Accounting Statements had been completed and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's Income & Expenditure and actions during the financial year. <u>Resolution:</u> William Lack proposed and Pam Akerman seconded the approval of the completed Corporate Governance Questionnaire and certificate of Exception. All Councillors present voted in favour. The Clerk to send a copy of the Accounting Statements to the Internal Auditors d) Commencement Date for the Exercise of Public Rights Resolution: Terry James proposed the Commencement Date for the Exercise of Public Rights will run from Monday 26th June until Friday 4th August. This was seconded by John Williams. All Councillors present voted in favour.	Clerk Clerk									
2023/073 Councillor Vacancies	Following Anita Heatley's retirement, the Wiltshire Council Elections officer will issue a formal notice to be displayed in the Parish after this meeting. The Parish Council has two vacancies.										
2023/074 Financial Matters	a) Clerks Salary Review At the Clerks Annual Performance review, the Chairman and Vice Chairman proposed to increment the Clerks Salary by one increment from SCP10 to SCP11. This will result in the Clerk's salary being increased by 22p to £12.50/hr from 1st April 2023. In addition, it was agreed that the Parish Council's contribution to the Clerk's broadband cost will increase by £1 to £6/month. Resolution: Bridget Johnstone proposed acceptance of the Clerks revised salary, seconded by Phil Springate. All Councillors present voted in favour. b) Cheques for Signature <table border="1"> <thead> <tr> <th>CHEQUE PAYEE</th><th>AMOUNT</th><th>REASON</th></tr> </thead> <tbody> <tr> <td>Mr C Stirland</td><td>£693.59</td><td>Clerks Salary</td></tr> <tr> <td>Community First</td><td>£40.00</td><td>Membership Renewal</td></tr> </tbody> </table> Resolution: Pamela Akerman proposed acceptance of the cheques, seconded by John Williams. All Councillors present voted in favour.	CHEQUE PAYEE	AMOUNT	REASON	Mr C Stirland	£693.59	Clerks Salary	Community First	£40.00	Membership Renewal	
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	c) Bank Reconciliation at end of March 2023, circulated to Councillors was £32,360.17 d) Bath Building Society & Lloyds Signatory changes. Anita Heatley ceased to be a signatory for Bath Building Society and Lloyds Bank. Jackie Hamblin became signatories for Bath Building Society John Williams becomes a signory for Lloyds Banks. e) Quarterly Formal Sign-off of Accounts. Jamie Halliday who is a non-signatory on the Council’s banking accounts has reviewed and sign-off the Q4 accounts																	
2023/075 Items for Note	Councillors WhatsApp Group It was agreed this item will be discussed at the next meeting Live streaming of Parish Council meetings It was agreed this item will be discussed at the next meeting Defibrillators As a result of an incident at the school on 24th April 2023, a new Pad is required for the Community Centre Defibrillator. William Lack proposed the Clerk purchase a new Pad (~£70), seconded by Terry James. All Councillors present voted in favour. Anita Heatley Anita Heatley announced that after many years of being a Councillor she has decided to step down from the role. She has been Vice Chairman for more than 5 years. She will be sorely missed. The Chairman thanked her for her service and hard work, then presented her with a gift from the Parish Council as a token of our appreciation	Clerk																
2023/076 Date of next meeting	The Chairman thanked everyone for coming & closed the meeting at 9.05pm The next Parish Council meetings are: <table><tr><th>Meeting</th><th>Date</th><th>Time</th><th>Venue</th></tr><tr><td>Annual Parish Council Meeting</td><td>Tuesday 16th May</td><td>7.00pm</td><td>Irene Usher Hall</td></tr><tr><td>Annual Parish Meeting</td><td>Tuesday 16th May</td><td>7.30pm</td><td>Irene Usher Hall</td></tr><tr><td>Parish Council Meeting</td><td>Tuesday 30th May</td><td>7.00pm</td><td>Community Centre</td></tr></table>	Meeting	Date	Time	Venue	Annual Parish Council Meeting	Tuesday 16 th May	7.00pm	Irene Usher Hall	Annual Parish Meeting	Tuesday 16 th May	7.30pm	Irene Usher Hall	Parish Council Meeting	Tuesday 30 th May	7.00pm	Community Centre	
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Parish Council Meeting	Tuesday 30 th May	7.00pm	Community Centre															



Terry James (Chairman)
Date: 30th May 2023

