

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 31st January 2023. This meeting was held in the Community Centre.

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

Also Present: Clerk, Cllr Tamara Reay and two parishioners

Agenda Item	Detail	Action
2023/001 Councillor Dickinson	The Chairman requested a minute's silence in memory of Councillor Carol Dickinson who sadly passed away 19 th January 2023. Her funeral will take place on Wednesday 1st March at West Wiltshire Crematorium, Semington at 2pm. There will be an online link available for those unable to attend in person.	
2023/002 Apologies for Absence	None	
2023/003 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 declarations of interest in items on the agenda from William Lack (PL/2023/00020 & PL/2023/00141) and Martin Wiltshire (PL/2023/00141) and JDH Gardening Item 2023/017 (iii)- There were no requests for dispensations.	
2023/004 Local Councillor's Matters	<p>Cllr Reay provided the following updates on local matters:</p> <p>Wiltshire Council Budget The Council's budget for 2023-24 and draft budget for the next two years is available online via Wiltshire Council's website. (https://www.wiltshire.gov.uk/news/budget-proposals-2023-24) The budget will be presented to the Full Council for approval on 21st February. In summary it proposes an increase of 2.99% with an additional 2% included for Adult Social Care.</p> <p>Parish Council (four-yearly cycle) Election costs Previously Wiltshire Council covered this cost, however from 2025 all Parish Councils will need to make a provision for this expense. It was noted the Parish Council had not been formally made aware of this policy change until 9th January 2023. The guidelines as to the level of provision councils should make is vague. The Clerk to write to Tamara Reay expressing the Council's concern.</p> <p>Alternative Fuel Payments Parishioners who heat their homes using oil or gas bottles and are effectively off-grid (i.e. they are not connected to the gas national transmission network) are entitled to a government payment to help alleviate the cost of living crisis. Payments will be made in the first instance via the property's Electricity supplier.</p>	Clerk



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	<p>School Travel Plan No further update has been received from the school. Tamara Reay agreed to contact the school.</p>	Tamara Reay
2023/005 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 29th November 2022 were circulated to all councillors.</p> <p>Acceptance of the Minutes of this meeting as an accurate record was proposed by Georgina A'Bear and seconded by Phil Springate. With the exception of Terry James, Bridget Johnstone and John Williams who were not present at this meeting, all remaining councillors voted in favour.</p> <p>A shortened version of the minutes will be placed in Spotlight.</p>	Clerk
2023/006 Matters Arising Not Already on the Agenda	<p>Damaged Stile in Row Lane The Chairman has arranged to meet the landowner on site with a representative of the Seend Footpath Working Group to review the options for the stile's repair or replacement.</p> <p>Bradley Lane A report from Wiltshire Council regarding the options for upgrading the surface of Bradley Lane has not been forthcoming. The Clerk to chase Wiltshire Council with assistance from Tamara Reay.</p> <p>WALC At the meeting 18th January WALC members noted insufficient evidence had been provided to support an increase in annual membership, hence fees will remain at the current level. Concern was expressed at the number of vacant posts and shortage of experienced Clerks.</p> <p>Bradley Lane Fence Sir Mathew Thorpe will arrange for Andy Waylen to repair the fence.</p>	Chairman Clerk/ Tamara Reay
2023/007 Items for Discussion from Members of the Parish	None	
2023/008 Local Highways & Footpath Infrastructure Group (LHFIG)	<p>Local Highways & Footpath Infrastructure Group (LHFIG) The Clerk attended the LHFIG meeting on 17th January 2023. The minutes issued after this meeting did not fully reflect what was discussed and agreed. The Clerk to write to LHFIG and copy Tamara Reay.</p> <p>Inmarsh High Friction Surface LHFIG invoiced (£750) for the new High Friction Surface.</p> <p>The Stocks Although the Parish Council agreed to fully fund the additional signage/road markings in this vicinity, unfortunately due to Ringways contract terminating on 31st March 2023, Wiltshire Council has had to renegotiate a priority list of work that is to be completed by this date. This has been further hampered due to bad weather resulting in staff being diverted away from this work to deal with flooding issues and salt spreading. It was reluctantly accepted that the work would be rescheduled 'early' in next financial year.</p>	Clerk

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	<p>The Bell Crossroads The recent accident at the Bell Cross roads was noted along with the need to progress a solution. Although the Parish Council stated that it would be willing to fund 50% of the cost up to a maximum of £5,000, Wiltshire Council stated it will have to be moved to next financial as Highways does not currently have available resources.</p> <p>LHFIG suggested the work at the Bell and the Stocks could be combined to make it more efficient.</p> <p>Bollands Hill LHFIG acknowledged the situation on Bollands Hill and will forward our survey to a new team who are charged with undertaking a Freight Travel Plan Review across the county. As this issue is impacting other parishes, LHFIG are considering involving Tamara Reay and other councillors to take a wider view.</p> <p>Rusty Lane LHFIG agreed to investigate the outstanding invoice for the repair of Rusty Lane. The Clerk to follow this up with a formal request.</p> <p>Broad Lane Due to the overspill of general scrap and dumping of other items adjacent to Cherry Tree Farm, the Clerk is to request a visit from Wiltshire Council to inspect the eastern end of Broad Lane with a view to establishing how best to clear the area.</p> <p>Seend Cleeve It has been noted that raw sewage has flowed into an open road drain adjacent to the new housing development and pumping station at Seend Cleeve. The Clerk to write to Wessex Water and the Canal and River Trust. Tamara Reay to be copied to allow information to be passed to the appropriate department within Wiltshire Council to monitor the situation.</p> <p>Speedwatch Two volunteers have signed-up to undertake the on-line training to use the speed camera equipment and carry out roadside traffic surveys. It was noted that volunteers prefer practical (hands-on) training rather than the simulated on-line training course.</p> <p>The next LHFIG meeting is scheduled for 8th April 2023. The Chairman and Clerk to attend.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman/ Clerk</p>
2023/009 Neighbourhood Plan	Nothing to report.	Georgina A'Bear

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2023/010 Planning Matters	<p>PL/2022/09193 - 1 Rowbarns, Seend Cleeve- Internal alterations & single storey rear extension</p> <p>The Parish Council had no objection to this application and it was approved by the planning subcommittee as the closing date was prior to this meeting.</p> <p>PL/2022/09103 - Wych Elm, Seend Hill - Retrospective planning permission for a change of design from a previously approved application</p> <p>As the closing date was prior to this meeting, this application was reviewed by the planning subcommittee. The Parish Council raised objections to this application and its comments placed on the Wiltshire Council Planning portal.</p> <p>PL/2022/09068 - Land adjacent Woodpeckers, Berhills Lane - Erection of two dwellings (resubmission of PL/2021/11736)</p> <p>Whilst the Parish Council had no objection to this application, it has placed a detailed comment on the Wiltshire Council Planning portal. This application was approved by the planning subcommittee as the closing date was prior to this meeting.</p> <p>PL/2022/09589 - 8 Dial Close, Seend - Maple tree - Remove because of roots causing cracking in drive and house</p> <p>The Parish Council had no objection to this application and it was approved by the planning subcommittee as the closing date was prior to this meeting.</p> <p>PL/2022/09521 & PL/2022/09522 - 10 Weavers Cottages, High St - Conservatory replacement and window replacement – SPC No Objection. WCC – Under Consultation</p> <p>The Parish Council had no objection to this application and it was approved by the planning subcommittee as the closing date was prior to this meeting.</p> <p>PL/2022/09139 - Park Farm, 65, Seend Cleeve - Modification to S106 agreement dated 11/06/2021 Schedule 1: Affordable Housing Schedule 5 Completion / Occupation of Affordable Unit.</p> <p>The Parish Council understands it is necessary to relocate the electricity pole on the adjacent field. If this is delayed it will impact on the self-build plot. Modification in Clause 5 of Schedule 1 of the s.106 Agreement is needed to reflect the current timescale challenge and bring the scheme forward.</p> <p>Resolution: Terry James proposed this application be approved and this was seconded by William Lack. All councillors present voted in favour.</p> <p>PL/2022/05834 – Lock Cottage, Bolland's Hill - Extend two-bedroom cottage and works to provide an art room and extra bedroom. Rebuilding of porch to create a weather proof entrance hall. New residential entrance from highway into hardstanding car park. Proposed two-car carport with lawnmower space and workshop. Polytunnel in agricultural paddock. Solar panels and small wind turbine to barn.</p>	Clerk

Agenda Item	Detail	Action
	<p>Resolution: John Williams Proposed the Parish Council object to this application on the grounds that this application is a significant over development of the existing property and has not taken into account the local Neighbourhood Plan. SP7 states development will only be supported where "it protects and enhances the Canal's setting, character, biodiversity and historic value". A full report detailing the council's objection has been added to the applications entry on Wiltshire Council's Planning portal. This was seconded by Jackie Hamblin. All Councillors voted in favour.</p>	Clerk
	<p>PL/2022/09398 – 16 Sells Green - Variation of condition 2 (Proposed Plans) pursuant to planning application</p> <p>Resolution: Terry James proposed this application be approved and this was seconded by Phil Springate. All councillors present voted in favour.</p>	Clerk
	<p>PL/2023/00020 – Manor Field, High St, Seend - Construction of new garage (incorporating frontage canopy) to west side of existing house</p> <p>The Parish Council notes this proposed development is significantly higher than a normal garage and will cause substantial harm to the visual amenity and distract from the character of the conservation area. Seend has a Neighbourhood Plan that stipulates under Policy SP2: Seend Conservation Area, that one of the key principles to respecting the character and appearance of the conservation area is, "Existing open green space, including private gardens, should be protected from unsympathetic development where this would have an adverse impact on the spacious character and distinct open grain to the pattern of Seend village".</p>	
	<p>Resolution: Georgina A' Bear proposed the Parish Council object to this application. This was seconded by Phil Springate. With the exception of William Lack who had previously declared an interest in this application, all remaining Councillors voted in favour. A full report detailing the council's objection has been added to the application's entry on Wiltshire Council's Planning portal.</p>	Clerk
	<p>PL/2023/00141 - Seend Park, High Street - Variation of conditions 2 (approved plans) & 5 on PL/2021/09983 to allow for design changes and changes to materials</p> <p>This is a listed building in a conservation area. The parish council notes the amended plans better match the materials of the other buildings.</p>	
	<p>Resolution: Terry James proposed this application be approved and was seconded by John Williams. With the exception of William Lack and Martin Wiltshire who had previously declared an interest in this application, all remaining Councillors voted in favour.</p>	Clerk
	<p>PL/2023/00328 – Cleeve Grange, Trowbridge Rd - Proposed Single Storey Rear Extension</p> <p>Resolution: William Lack proposed this application be approved and was seconded by John Williams. All Councillors voted in favour.</p>	Clerk

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	<p>PL/2023/00410 – Grassmere House, Seend Hill - Single storey link between house and garage and alterations to garage. Open fronted porch. Replacement front gate and brick piers. Replacement of conservatory with single storey rear extension and replacement garden outbuilding. Minor alterations to dwelling to include new windows and addition of brick plinth Resolution: William Lack proposed this application be approved and was seconded by Bridget Johnstone. With the exception of one objection, all other Councillors voted in favour.</p> <p>PL/2023/00307 – Seend Cleeve - SSE are proposing to erect a new overhead line (OHL) of 11kv at Seend-Cleeve, Melksham, Wiltshire, SN12 6QB. The new line will create a diversion of an existing OHL with a length of 180 metres. This line will involve the generation of a new connection to a housing development less than 50m away</p> <p>Resolution: Terry James proposed this application be approved and was seconded by William Lack. All Councillors voted in favour.</p>	<p>Clerk</p> <p>Clerk</p>
2023/011 Sandridge Solar Community Benefit Payment	A location has been agreed with the Three Magpies Public House for the installation of the cycle rack.	John Williams
2023/012 Devizes Area Board	<p>Pamela Akerman and John Williams attended the Area board meeting on 5th December and had previously updated the Councillors regarding the key information from the meeting. The meeting focussed on antisocial behaviour that had been reoccurring in Devizes and the action being taken by Wiltshire police in conjunction with the Town Council. The most relevant item for Seend parishioners was the opening of the new Health & Care Centre. It will deliver integrated primary and community care. All the community services currently delivered at Devizes hospital e.g. physiotherapy will gradually be transferred to the new centre.</p> <p>The next Area Board meeting is scheduled for 6th March 2023</p>	<p>Pam Akerman / John Williams</p>
2023/013 Items of Correspondence	<p>Parish Council (four-yearly cycle) Election costs Previously, Wiltshire County Council (WCC) has covered this cost. However, from 2025 the Parish Council will need to make a provision for this. To help local councils plan for this, WCC calculated the costs per council/ council ward for an uncontested election, using the actual number of uncontested elections in 2021 was between £200 and £1,100. As Seend Parish is above average in its size, it was recommended the Parish council make a provision in its reserves to meet the cost of this four-yearly cycle.</p> <p>William Lack proposed that the Parish Council make an annual provision of £250/year to its reserves to provide £1000 to meet the cost of this four-yearly cycle. This was seconded by Pamela Akerman. All Councillors voted in favour. The Clerk to make an entry in the Earmarked Reserves and include it within the annual Precept.</p>	<p>Clerk</p>

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	<p>Best Kept Village Competition</p> <p>CPRE have announced this year's competition and it was agreed that Seend would once again take part. Application forms will be available from late February and John Williams agreed to enter the village. The entry deadline is 21st April and judging will take place between 15th May and 13th June with a presentation for the major winners in September. The Clerk to diarise Facebook alerts prior to judging commencing.</p> <p>Police Report</p> <p>A police report has been circulated to councillors covering the Melksham Area.</p>	<p>John Williams</p> <p>Clerk</p>
<p>2023/014 Parish Steward</p>	<p>Due to the Parish Steward being diverted to assist with priority incidents caused by flooding and icing not all tasks have been completed. As winter maintenance is being prioritised there is a temporary reduction in the amount of time available to work on lower priority issues.</p> <p>The Clerk to request the Parish Steward to undertake:</p> <ul style="list-style-type: none"> • Repair of the Potholes that have appeared in Church Lane • Clear the leaves from the Brick Bus Shelter (Westbound) at Sells Green. • Clear the leaves from the Lye Field Bus Shelter • Remove weeds from the base of the wall along the Lye Field on the High Street. 	<p>Clerk</p>
<p>2023/015 Asset Register</p>	<p>The annual review of the Parish's recorded assets was agreed to be undertaken by John Williams with the assistance of the Clerk on a date to be agreed. An updated version of the existing Asset Register will be circulated to Councillors for approval at the February meeting</p>	<p>John Williams / Clerk</p>
<p>2023/016 Warm Spaces Support</p>	<p>Holy Cross Church has arranged the provision of a Warm Space at the Irene Usher Memorial Pavilion. The Pavilion will be open on the Second Thursday and Third Wednesday of each month January – April between 3pm and 5pm</p> <p>In advance of this meeting Councillors were asked to consider making a donation to support this initiative.</p> <p>Phil Springate proposed the Parish Council contribute £100.00 towards the cost of this work. This was seconded by Pamela Akerman. All councillors present voted in favour.</p>	

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2023/017 Financial Matters	<p>Cheques for Signature</p> <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>€679.32</td> <td>Clerks Salary</td> </tr> <tr> <td>Mr C Stirland</td> <td>€113.36</td> <td>Clerks Expenses (Oct – Dec)</td> </tr> <tr> <td>Mr C Stirland</td> <td>€456.08</td> <td>NALC Back Pay (Item 2022/215)</td> </tr> <tr> <td>Mrs S Bond</td> <td>€48.33</td> <td>NALC Back Pay (Item 2022/215)</td> </tr> <tr> <td>Mr C Stirland</td> <td>€210.00</td> <td>1 x Defibrillator Battery (Sells Green)</td> </tr> <tr> <td>Mr C Stirland</td> <td>€144.00</td> <td>ILCA Exam Fees</td> </tr> <tr> <td>Seend Parochial Church Council</td> <td>€100.00</td> <td>Donation – Warm Spaces Support</td> </tr> <tr> <td>Water2business Ltd</td> <td>€33.23</td> <td>Allotments Water Bill (Aug-Jan)</td> </tr> <tr> <td>HMRC</td> <td>€23.92</td> <td>Income Tax (Item 2022/215)</td> </tr> <tr> <td>JDH Gardening</td> <td>€130.00</td> <td>Allotments Hedges</td> </tr> <tr> <td>Wiltshire Council</td> <td>€750.00</td> <td>Inmarsh High Friction Surface</td> </tr> </tbody> </table> <p>Resolution: William Lack proposed acceptance of the cheques, seconded by Anita Heatley. With the exception of Martin Wiltshire who had declared an interest in JDH Gardening, all Councillors present voted in favour.</p> <p>Bank Reconciliation to end of November & December 2022, circulated to Councillors, came to: €41,957.53 & €41,338.62 respectively.</p> <p>Formal sign-off of Q3 accounts (Oct – Dec) Georgina A'Bear formally signed off the accounts for Q3</p> <p>Bath Building Society The Building Society has changed the Business address of the Parish Council but failed to update the Correspondence address. The Parish Council signed a letter to Bath Building Society to update their records and create a new on-line account for the Clerk to administer the account.</p> <p>Lloyds Bank Signatories Georgina A'Bear relinquished her full signatory for the bank's accounts. The Council agreed to add Bridget Johnstone as new bank signatory. The Clerk to complete the Lloyds Mandate Variation with Bridget Johnstone</p> <p>Earmarked Reserves The Council reviewed the Earmarked and General reserves. All councillors agreed that a provision be made within the Earmarked reserves to facilitate an upgrade of the surface in Bradley Lane and the €600 donation to the Community Centre towards the cost of the Kings Coronation be brought forward. The Clerk to update the Council's Finance records</p> <p>William Lack proposed the Parish Council earmark €1500 towards the surface of Bradley Lane and pay the €600 donation towards the Kings Coronation in February. This was seconded by John Williams. All Councillors voted in favour.</p> <p>The Clerk to update the Earmarked and General Reserve accounts</p>	CHEQUE PAYEE	AMOUNT	REASON	Mr C Stirland	€679.32	Clerks Salary	Mr C Stirland	€113.36	Clerks Expenses (Oct – Dec)	Mr C Stirland	€456.08	NALC Back Pay (Item 2022/215)	Mrs S Bond	€48.33	NALC Back Pay (Item 2022/215)	Mr C Stirland	€210.00	1 x Defibrillator Battery (Sells Green)	Mr C Stirland	€144.00	ILCA Exam Fees	Seend Parochial Church Council	€100.00	Donation – Warm Spaces Support	Water2business Ltd	€33.23	Allotments Water Bill (Aug-Jan)	HMRC	€23.92	Income Tax (Item 2022/215)	JDH Gardening	€130.00	Allotments Hedges	Wiltshire Council	€750.00	Inmarsh High Friction Surface	<p>Clerk/ Bridget Johnstone</p> <p>Clerk</p> <p>Clerk</p>
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2023/018 Items for Note	<p>Defibrillator Support The recent software upgrade failure causing the village defibrillators to display incorrect battery status resulted in all units having to be exchanged with the manufacturer. Mark Wood undertook the recovery and exchange of the village units for temporary loan replacements. Once the units had been</p>																																					

Agenda Item	Detail	Action
	<p>upgraded to the new software, the loaned units were replaced with our units and returned to the manufacturer. The Parish Council wishes to express its thanks to Mark for undertaking what was a challenging task whilst ensuring maximum service availability of the Defibrillators. Parish Councillors agreed a donation of £30 to cover out of pocket expenses for this work. The Clerk to write to Mark Wood.</p> <p>Queens Green Canopy Tree delivery is currently scheduled between 6th & 17th March 2023. Georgina A' Bear has agreed to accept the delivery and all parishioners involved have been informed and are on stand-by to collect their trees.</p> <p>Village Leaflet Tessa Doe (Spotlight) advised that pre-covid a local group had put together a leaflet that the Parish Council was going to publish. On investigation a leaflet was found to have been produced in July 2018 with 500 copies distributed around the village to the Post office, Pubs and B&B's. A copy also exists on the village website.</p> <p>Retrospective Planning It has been noted there has been a number of Retrospective Planning applications being made after work has been undertaken without planning consent. The Parish Council is concerned and if numbers continue to increase, it will express its concern to Wiltshire Council.</p> <p>Councillor Vacancy Georgina A' Bear announced that after many years of being a Councillor she has decided to step down from the role. She has been the main instigator of the Neighbourhood Plan and Seend is one of the few parishes to have one. 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.</p> <p>As a result of Georgina's retirement and the passing of Carol Dickinson, the Parish Council has two vacancies. Wiltshire council has been advised of the situation and formal vacancy notices will be issued in due course.</p>	<p>Clerk</p> <p>Clerk</p>
<p>2023/019 Date of next meeting</p>	<p>The Chairman thanked everyone for coming and closed the meeting at 9.10pm</p> <p>The date of the next meeting is 28th February 2023 at 7pm.</p>	

T. C. James

Terry James (Chairman)
Date: 28th February 2023

