

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 25<sup>th</sup> October 2016, at Seend Community Centre.

**Present:** Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James, Mr T Murch (Chairman), Mr K Rigg, Mr M Wiltshire and Mr M Wood.

Also present: Mrs S Bond, Mr R Ellinger, Mrs J McManus, Cllr J Seed and a member of the public.

Agenda Item		Action
<b>2016/128</b> Apologies for Absence	Mrs T Carr, Mr P Manning and Mr N Vaux	
<b>2016/129</b> 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) Just one Councillor still needed to complete the Register of Interests on line</p> <p>(ii) Mrs Heatley, Mr Wiltshire and Mr Wood declared an interest in the Planning Application 16/08923/FUL and 16/09388/LBC.</p> <p>(iii) There were no requests for dispensation.</p>	K Rigg
<b>2016/130</b> Co-Option of Parish Councillor	There was one candidate for co-option, Dr Pamela Akerman. Dr Akerman left the room whilst her application was discussed. Acceptance was proposed by Mrs A'Bear, seconded by Mr Wood, voted unanimously. Dr Akerman then signed the Declaration of Acceptance of Office.	
<b>2016/131</b> Police and Local Councillor's Matters	<p>There was one crime reported in the Seend Parish.</p> <p>01/10/2016 – Martinslade – A report of a single vehicle RTC – driver had blown 86 at roadside – arrested. Positive RSA.</p> <p>Mrs Heatley reported that PC Mark Hough is the new Community Policing Coordinator for Trowbridge, Bradford and Melksham Rural. There is now one team policing 7 towns and our area, Melksham. He is based out of Trowbridge Neighbourhood Policing. He would be happy to attend a meeting to introduce himself; the first point of contact would still be PCSO Helen Wilson. She will continue to send her monthly report and to attend our meetings where possible.</p> <p>Councillor Seed said that Wiltshire Police has lost 20% of its manpower, but would still look after rural areas.</p> <p>It was agreed that the Parish Council should invite PC Hough to a meeting in the New Year.</p> <p>Councillor Seed announced that Wiltshire Council has voted through a medium term financial plan, following the negotiation of a four year deal with the Government. The forecast for the next four years is a 2% rise in the Community Charge each year. Local councils will keep their non-domestic rates, but Wiltshire will probably keep 40%, negotiations are still on-going with Government.</p> <p>There was a resolution to go back to central government about the cap on Parish and Town Councils.</p> <p>Councillor Seed reported that there will be a boundary review for the next General Election which is most likely to bring changes to electoral boundaries. Currently there are 5 seats in Wiltshire but this is likely to go down to 4 ½, plus Swindon. Comment can be fed back through the Boundary Commission website.</p> <p>The report from the Seend Road Safety Initiative was on the agenda for this evening's meeting, it should go to the CATG if the Parish Council wishes it to.</p> <p>Councillor Seed reported that there would be a team of council officers with 2-way radios coming to sort out the VAS in the High Street in the first week of November. Mr Murch expressed the PC's frustration at the length of time it is taking to get the system up and running, and working correctly. Mrs Carr would be asked to flag up the problem at the CATG meeting on 27<sup>th</sup> October.</p> <p>It was reported that the Parish Council was still waiting to hear from Wiltshire County Council regarding a quote for creating a pedestrian crossing point</p>	<p>A. Heatley</p> <p>Clerk</p>

	opposite Seend Church. Councillor Seed said this was the right time of year to ask for grants. The Parish Clerk to give all correspondence to Councillor Seed so he can chase things up.	
<b>2016/132</b> Items for discussion from members of the Parish	<p>Ric Ellinger, Chairman of the Lye Field Trustees, reported that they would be seeking legal counsel regarding the long-standing dispute over a claim to right of access to land through the Lye Field; he reported that it is the landowner's intention to take the matter to court. The Lye Field will be represented by Wansbroughs.</p> <p>A Councillor expressed the view that the claim is tied in with Aster Homes' option to build houses on the land, and that perhaps the Parish Council should advise Aster Homes that it could not negotiate on any proposed housing scheme until the legal matter of access is settled.</p> <p>A Councillor proposed that the parish council should support the Lye Field Trustees with funds, but it was agreed that any decision on offering financial support should be delayed until a later date. The Chairman said that it would be helpful to have more transparency about the Lye Field's fund.</p> <p>It was agreed that Mr Ellinger would liaise with Cllr Seed, and speak with Aster Homes.</p>	R Ellinger & J Seed
<b>2016/133</b> Chairman's comments	The Chairman introduced Mrs Susan Bond, who had attended interview for the position as Clerk, and had been successful. Mrs Bond would be working in conjunction with the current Clerk until the end of the year, to ensure a smooth handover.	S Bond Clerk
<b>2016/134</b> Minutes of the previous meeting held on 27 <sup>th</sup> September 2016	<p>Minutes of the previous meeting held on 27<sup>th</sup> September 2016 had been circulated to all Councillors and were taken as read.</p> <p>Acceptance of the minutes was proposed by Mr Wood, seconded by Mr James, agreed unanimously.</p>	
<b>2016/135</b> Matters arising	<p><b>Neighbourhood Plan – Terms of Reference</b> – Nothing further was resolved on this issue.</p> <p><b>The Bell Inn</b> – The Parish Clerk reported that a notice had been put in the November issue of Spotlight inviting parishioners to comment on the Parish Council's suggestion that The Bell should be registered as a village asset.</p> <p><b>VAS in High Street</b> – Wiltshire Council are sending a team with 2-way radio to try to resolve the problems. Work to be done in 1<sup>st</sup> week of November.</p> <p><b>Parking in Spout Lane</b> – The Parish Clerk reported that she had received a number of responses to the PC's letter to residents in Sells Green. There was a mixed response. All wanted to see some kind of parking restrictions put in place, but for it not to affect the residents, or visitors to the canal. Mr Rigg stressed that the canal was a village asset, and for visitors to be encouraged. It was agreed that there was no easy solution to the parking problems.</p> <p>A sub-group to be set up with Mr Rigg, Mr James, Mr Wiltshire and Mr Manning to try to find a solution to the problems at Spout Lane and by The Barge. The Clerk to forward the emails received from residents to this group.</p> <p>The Parish Clerk to write to the C &amp; RT head office, advising that we have a problem with parked cars by the entrances to the canal, what evidence do they need to see from the Parish Council to demonstrate that boats are remaining in the parish, and that the canal dwellers' cars are causing a nuisance.</p> <p><b>Profile in Spotlight</b> – next profile Paul Manning.</p> <p><b>Tree matters</b> – Mrs Heatley's letter to be updated by the Clerk, and circulated to Councillors before being sent.</p> <p><b>Sandridge Solar Agreement</b> – A discussion took place on how best to spend the grant. Mrs A'Bear proposed that this year's grant be spent on the Defibrillator</p>	<p>K Rigg Clerk</p> <p>Clerk</p> <p>P Manning</p> <p>Clerk</p>

	<p>project. This was seconded by Mr James and unanimously agreed.</p> <p>An article to be put in Spotlight, stating that the first grant payment will be spent on the installation of the defibrillator. It is a condition of the grant that the money be spent on community projects, and that any spending be publicised.</p> <p><b>Footpaths/stiles</b> – stile kits have not yet been re-delivered. Clerk to contact the Council footpaths officer.</p> <p><b>WI Hall</b> – It was reported that the WI Hall trustees would be putting an article in Spotlight highlighting the predicament of the hall, and to invite suggestions on how best to proceed with the Hall's future.</p> <p><b>Lye Field Committee</b> – Mr Rigg reported that a hearing loop system is being installed in the dressing room in the Pavilion. Mr Vaux is working on refurbishment of the play equipment. £150 had been spent on a tree to replace the damaged tree in the Lye Field. Mr Manning will liaise about the proposed tree seat.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>2016/136</b> Defibrillator project</p>	<p>Mr Wood announced that he had received a letter from the BHF confirming that the PC had had been successful in its grant application to buy a BHF Community Package containing a WEL Medical IPAD AED and a Call Push Rescue training kit. A cheque for £400 to be sent off to the BHF to pay the balance.</p> <p>A discussion took place on the type of protective cabinet to be bought. A decision was taken to buy the yellow style cabinet at a cost of £499 + VAT. Proposed by Mr James, seconded by Mrs Heatley and unanimously agreed. Mr Wood to forward details to the Clerk, in order to purchase the cabinet before the next meeting. Mr Wood was thanked for all his work on the defibrillator project.</p> <p>The PC to investigate the on-going costs of maintaining the defibrillator, and a suggestion that fundraising projects be organised to fund its annual maintenance and replacement of batteries and pads. To be further discussed.</p>	<p>Clerk</p> <p>Mr Wood Clerk</p>
<p><b>2016/137</b> Neighbourhood Plan Update &amp; Housing Needs Survey</p>	<p>Mrs A'Bear reported that the local business survey had just been sent out. Responses would be chased up in 3 weeks time. The committee were now working on a vision statement and objectives and methodology for any sites that come forward for consideration. It was reported that a Council Neighbourhood Link Officer would attend the next meeting.</p> <p>The unanswered questions relating to the Housing Needs Survey have been passed to Kate Stethridge and she will respond to the PC; the questions to be forwarded to Cllr Seed.</p> <p>Mrs A'Bear reported that Wiltshire County Council is behind with its consultation plans over SHLAA sites, and this should be available in January.</p> <p>With the Co-option of Mrs Akerman onto the Parish Council, the Neighbourhood Plan committee would need to recruit more parishioners to ensure that the committee was not top heavy with councillors. Currently there are 5 councillors and 5 parishioners on the Committee.</p> <p>Steve Vaux, secretary of the Lye Field Trustees, had declared an interest in the Lye Field and the access issues. The Chairman felt that there would not be a conflict of interest and said he would write to Mr Vaux expressing the PC's wish for him to continue.</p>	<p>G A'Bear</p> <p>G A'Bear</p> <p>T Murch</p>
<p><b>2016/138</b> Area Board &amp; CATG</p>	<p>The next Area Board meeting will take place on 16th November at the Assembly Hall, Melksham. The meeting will discuss the needs of the elderly. Mr Murch and Mr Wood to attend if possible.</p> <p>The next CATG meeting is on 27<sup>th</sup> October, Mr Manning or Mr Wood to attend.</p>	<p>T Murch M Wood</p> <p>P Manning M Wood</p>
<p><b>2016/139</b> Highways – Parish Steward tasks / road safety issues</p>	<p>It was reported that the Parish Steward had not yet undertaken any tasks in the village this month.</p> <p>The pot holes in Rusty Lane were highlighted as being in urgent need of repair and should be top of his list. Mr Wood offered to report 1 or 2 or the pot holes in Rusty Lane on the council's MyWiltshire app to see if this would speed up the repair.</p>	<p>M Wood</p>

	<p>The clearing of vegetation away from 30mph signs around the village was also urgently needed. Council members were asked to highlight problem ones in their locality and for the Parish Clerk to draw up a list. A deadline of 1 week given to draw up a list, and for Mr Manning to pass on to the Parish Steward.</p> <p>It was reported that the footpath leading from the Stocks to The Bell was well over-grown. It was proposed that the Parish Council pay a local contractor to do the job. Mrs A'Bear proposed and Mrs Heatley seconded, voted unanimously. The Parish Clerk to get a quote from Jamie Hiscocks, and to check with Mr Murch before work agreed to.</p>	<p>Councillors Clerk P Manning</p> <p>Clerk</p>
<p><b>2016/140</b> Seend Road Safety Initiative</p>	<p>Mr Murch welcomed Mr Brian Crisp and Dr Nigel Knott, 2 of the authors of the SRSI report. He thanked them for their thorough and well-documented report stating that he would put in writing the Council's appreciation of their research.</p> <p>Mr Crisp and Dr Knott said they would welcome any constructive criticism of the report from the parish council and the Neighbourhood Plan Committee. The parish clerk was asked to collate any village responses to the report.</p> <p>Mrs A'Bear said that it was helpful that they had clearly highlighted which areas they wanted the Parish Council's support.</p> <p>The crossroads at the Bell was highlighted as the major traffic problem and that urgent action was required on how best to tackle it. The suggestion of a roundel or roundabout was discussed.</p> <p>The need for a pedestrian crossing near the Church, and a pavement in Seend Cleeve between Little Mitchells Farm and New Buildings was also highlighted.</p> <p>The next stage of the report was to collect feedback from the parish. And to collect evidence from other villages to see what traffic calming measures they had undertaken, and how they could be implemented in Seend.</p> <p>Mr Crisp and Dr Knott urged the parish council, to act on the following:</p> <ul style="list-style-type: none"> <li>• Increase and improve better road signage around the village.</li> <li>• Put pressure on local transport companies to stick to the designated freight route.</li> <li>• Actively pursue, through Wiltshire CC, a crossing point near the Church.</li> <li>• Ensure that the VAS is working properly.</li> <li>• To compile a record of all traffic accidents not reported to the police.</li> <li>• To investigate installing a gated entrance at each end of the village.</li> <li>• To set a deadline for comments to the SRSI by the end of the November, to be collated by the Parish Clerk.</li> <li>• To investigate the 85<sup>th</sup> percentile from metro cam results</li> </ul> <p>Mr Wood suggested that there were some issues that could be tackled quite quickly, for example, ensuring that all speed signs are clearly visible, by clearing vegetation. Another suggestion was 30 mph stickers on dustbins.</p> <p>It was reiterated that any proposals would have to go through the CATG.</p>	<p>T Murch</p> <p>Clerk</p>
<p><b>2016/141</b> Planning matters</p>	<p><b>Application Ref: 16/08923/FUL and 16/09388/LBC</b> 3 High Street Internal alterations for form bedroom and single storey extension dining area</p> <p>3 councillors declared an interest. Acceptance proposed by Mr Rigg, seconded by Mr James, unanimously approved.</p>	
<p><b>2016/142</b> Correspondence</p>	<p>Email from Colin Bush requesting a grant of £100 to go towards the cost of fuel required to strim the grass along Bowerhill lane leading to the canal at Swing gate 155. It was agreed that if a grant was approved, it would be to BRAG, and not direct to Mr Bush. To be further discussed at the Precept meeting next week.</p>	
<p><b>2016/143</b> Financial matters</p>	<p>There were 12 cheques for signature:</p> <p>a) Cheques for signature: Mrs S J Phillips £24.00 Plants</p>	

	<p>Seend Community Centre    £110.00    Room hire July - September</p> <p>Mrs R E Fisher                £355.26    Clerk's salary October</p> <p>HMRC                            £7.40       PAYE</p> <p>Seend PCC                      £375.00    Donation Spotlight</p> <p>Seend PCC                      £300.00    Donation churchyard</p> <p>Seend PCC                      £200.00    Donation church restoration</p> <p>John Tilley                      £120.00    Grass cutting</p> <p>Age UK                          £200.00    Donation</p> <p>Seend Shuttle                  £400.00    Donation</p> <p>Seend Link                      £850.00    Donation</p> <p>British Heart Foundation    £400.00    Defibrillator</p> <p>Acceptance proposed by Mr Wiltshire, seconded by Mr James, agreed unanimously.</p> <p>(b) A bank reconciliation to the end of August had been circulated to all Councillors; this showed that there is £23,346.76 in the Parish Council's accounts.</p>	
<p><b>2016/144</b></p> <p>Items for note</p>	<ul style="list-style-type: none"> <li>• Parish Clerk to order salt from Wiltshire County Council</li> <li>• The sign saying "No Road Markings" at the road exiting Seend Cleeve, had not been taken away.</li> <li>• Mr Rigg said there was a raised manhole at the top of Perry's Lane that required attention.</li> <li>• It was reported that water is running down the hill on right hand side from near the top of Bell Hill. Mrs A'Bear will investigate.</li> <li>• A deadline of 1 week to be given to provide a list of signs which require vegetation clearing. Parish Clerk to collate and give to Mr Manning.</li> <li>• Phone Box in the Lye. To investigate whether it could be bought by the Parish Council, possibly also the one in Sells Green.</li> <li>• Asset Register – a list of all village assets owned by the Parish Council to be distributed to all councillors.</li> <li>• Mr James gave apologies for the next meeting.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>G A'Bear</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>2016/145</b></p> <p>Date of next meeting</p>	<p><b>Tuesday 29<sup>th</sup> November 2016</b></p> <p>There being no other business, the Chairman closed the meeting at 10.15 p.m.</p>	

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**CHAIRMAN**  
**Date: 29<sup>th</sup> November 2016**