

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 25<sup>th</sup> February 2020 at Seend Community Centre.

**Present:** Mrs A'Bear, Mrs P Akerman, Mrs A Heatley (Acting Chairman), Mr W Lack, Mr B Nicholls, Mr P Manning, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also present: Mrs Sue Bond (Clerk), Councillor Jonathon Seed, and 8 parishioners

Agenda Item		Action
2020/17 Apologies for Absence	Mr T James and Mr J Padfield	
2020/18 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) Mr Lack declared an interest in planning application 20/00547/FUL. (iii) There were no requests for dispensations.	
2020/19 Councillor Matters	Councillor Seed reported that Wiltshire Council passed its 2020-21 budget with a confirmed 4% rise. The Council work is still being dominated by climate change.  He briefly mentioned that the work currently being carried out at Blossom Hill is in line with the planning consents.	
2020/20 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 28 <sup>th</sup> January had been circulated to all Councillors.  1.1 <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mr Lack and seconded by Mrs Vince. All Councillors voted in favour.	
2020/21 Matters Arising Not Already on the Agenda	1. <u>Proposed Park Farm Development Minute no: 2020/6</u>  1.1 Following parishioner Mr Steve Yelland's talk to the Councillors under the agenda item "Items for Discussion from members of the Parish", at the January meeting, he had sent to the Councillors the results of a survey that been sent to all parishioners in Seend Cleeve to garner their views on the proposed Park Farm housing development.  1.2 All the Parish Councillors had been circulated with a copy of the survey questions, covering letter and survey results prior to the meeting.  1.3 Mrs Heatley, acting Chairman, acknowledged receipt of the survey but, as mentioned at the last meeting, said we could not be drawn into the contents of it or debate the results as we must remain impartial to avoid any conflict of interest when discussing the plans. The Park Farm site is a CLT initiative and so it is for them to submit their plans and we will be discussing those plans when they are put before us, possibly at our March meeting. When the plans have been submitted, we will ensure people are aware when we will be discussing them. As usual, anyone who wishes to support or object to the plans can send in a comment through the Wiltshire Council planning portal. Letters can also be sent to the Parish Clerk. When the plans are put before us, we will also consider those comments. Should anyone wish to speak at that meeting, they must ask our Clerk 5 days in advance and may be allowed 3 minutes.	
2020/22 Items for Discussion from Members of the Parish	There were none.	
2020/23 Police Matters	The new PCSO for Melksham is Janet Gould who has taken over from PCSO Maggie Ledbury. It was to be Adam Almond, but he has swapped with Janet to cover Melksham Town. The Acting Chairman said she had emailed Janet saying that Terry James was our Chairman, giving her the dates of our meetings and she may be invited to come along to one of our meetings to meet parishioners. Spotlight will be amended with Janet's	

	<p>contact details.</p> <p>The following incidents had been reported:</p> <p>26 Jan – A vehicle was taken without consent from an address in Seend. The driver was located in Avon &amp; Somerset area.</p> <p>3 Feb – Male suspect has left his canal boat following an argument. Shortly afterwards his boat had caught fire, placing other boats in close proximity at risk. Male arrested on suspicion of arson with intent to endanger life.</p> <p>11 Feb – Two men with 3 or 4 dogs seen to be illegally lamping in fields. Were approached by Police but wouldn't engage, turned off lamps and left.</p> <p>16 Feb – Two vehicles have collided on a sharp bend on A365 Bath Road towards Devizes. Parties exchanged insurance details and also passed on to owner of the damaged fence panelling.</p> <p>18 Feb – Black Ford panel van stopped in early hours. Three people searched for possible drug offences. None found.</p> <p>Storms in Seend area. Numerous reports of fallen trees, power lines and obstructions to the highway. All dealt with by police, council and locals.</p>	
2020/24 Community Governance Review	<p>1. The Clerk reported that Melksham Without Parish Council had requested to meet with them to discuss a possible compromise with their CGR boundary change request that would exclude Giles Wood.</p> <p>Following some discussion, it was agreed that our stance should remain the same, that we oppose the whole boundary change request submitted as Scheme 11 in the Community Governance Review.</p> <p><u>Resolution:</u> Mr Manning proposed that we respond to MWPC with the above statement, outlining our reasons. This was seconded by Mrs Akerman. All Councillors voted in favour.</p>	
2020/25 Highway Matters	<p>1. <u>Site meeting with Mark Stansby</u></p> <p>1.1 Mrs A'Bear reported on the site meeting that took place on 30<sup>th</sup> January with Mark Stansby, Senior Traffic Engineer to ascertain the feasibility of installing village gates around the parish and to agree a position for the metro count on Bolland's Hill and to discuss what signage improvements could be made at Bell Hill. The Clerk had made notes of the meeting. Summarised below:</p> <p>1.2 <u>Bell Hill</u> – Mr Stansby agreed that the 30mph sign near the top was probably not the best place for them and that a slow marker might have been better. However, it was extremely costly to get a blacking hydroblaster to remove any painted sign, so best just left to fade. He suggested that a "slow" sign could be put alongside the Advance Give Way sign further down.</p> <p>1.3 It was suggested, that when the High Street resurfacing was carried out in the Spring, to check whether they could resurface the inside 'mouth' of the junction at the same time as it is quite worn in places. If they can, it may be possible to place the give way marking alongside the "Give Way" sign near the top. The Clerk had contacted Diane Ware, and it was implied that there may be funding to do this. The junction white lines are due to be repainted in the Spring, but probably after the resurfacing has been carried out.</p> <p>1.4 <u>Metro Count:</u> A location was agreed for the siting of the metro count on a pole between Pile Farm and the canal crossing. Following the meeting, the clerk submitted the Traffic Survey Request form for the metro count.</p> <p>1.5 <u>Seend Cleeve C20 junction</u> – Mr Stansby did say that it would not be possible to have double white lines (no overtaking) along here as it was Wiltshire Council's practice to only provide these markings on A roads. The current wooden finger post could not be moved. He did suggest that additional triangular warning signs could be placed at either side of the C20</p>	

	<p>road junction.</p> <p>1.6 <u>Village Gateways</u> - Looking at all the entrances to the Parish, it was confirmed that all but the entrance on the Devizes side were feasible although each had their issues. Mr Stansby felt that the best location where village gateways would have the greatest benefit would be by New Buildings, Seend Cleeve. There are no speed restrictions here, so the gates would help alert drivers that they were entering a residential area.</p> <p>1.7 He also said that just a sign saying "New Buildings, please drive carefully", might suffice, and that this would be much cheaper, or may not cost anything at all to install.</p> <p>1.8 The Councillors discussed the findings. It was felt that the cost of installing the village gates which could be as much as £3,000 per pair (£1,600 for the gates plus traffic management costs) was probably not worth it and that other than at New Buildings the costs would outweigh any benefit.</p> <p>1.9 <u>Resolution</u>: Mrs Heatley proposed that the Parish Council does not install village gateways but requests that a name plate be placed at New Buildings. That it proceeds with the metro count on Bolland's Hill, and that the suggestions made by Mark Stansby at Bell Hill be carried out. This was seconded by Mrs Vince. All Councillors voted in favour. Clerk to let Mark Stansby know.</p> <p>2. <u>Church Crossing</u> – pedestrian crossing sign has been put up. The Clerk had not yet received an invoice for the high friction surface on the crossing, but that she had chased it up.</p> <p>3. The next CATG meeting is on 23 March which the Clerk will attend.</p>	Clerk
2020/ 26 Neighbourhood Plan	Mrs A'Bear reported that the draft NDP was now published and had been officially launched on Saturday 15 <sup>th</sup> February. Approximately 33 parishioners attended. Comments were now coming in. The deadline for comments is 28 <sup>th</sup> March.	
2020/27 Planning	<p>1. <u>Application Number: 20/00301/LBC</u> Site Location: 3 High Street, Seend SN12 6NR Proposal: External decoration of front (south) elevation</p> <p>1.1 <u>Resolution</u>: Mr Lack proposed, seconded by Mrs Vince that this application be approved. All Councillors voted in favour.</p> <p>2. <u>Application Number: 20/00547/FUL</u> Site Location: Post Office, Seend SN12 6NR Proposal: Demolish shop and store buildings and rebuild to provide shop, cafe, flats and post office with amenity space together with alterations to the adjoining building (Resubmission 19/05006/FUL)</p> <p>2.1 Mr Jerome McCormack circulated A3 copies of the plans and explained that the changes were largely about the change of use, as there were no changes being made to the external building which had been approved by Wiltshire Council late last year. He is asking for the house to be incorporated into the business. The proposal is to now put the cafe on the ground floor of what was the residential side of the building and for the top floor to be made into a 1 bedroom flat and for a 2<sup>nd</sup> 1 bedroom flat on top of the shop.</p> <p>2.2 Near neighbour, Mr Darren Nichols spoke of his concern about the change from one residential property into two flats, and felt that the current parking area was too small to accommodate two cars. He said that the right of way accessing the back of the PO/shop belonged to Nornour House.</p> <p>2.3 Mr Patrick O'Reilly spoke in support of the changes, stating that his property would be the most affected by the plans. That the revision would provide 2 low cost rental properties which in turn will help ensure the long term viability of the shop and Post Office. He also said the shop/PO was a valuable amenity which would enhance the character of the village.</p> <p>2.4 <u>Resolution</u>: Mr Barry Nicholls proposed that the application be approved. Seconded by Mr Williams. At a vote, 6 councillors voted in</p>	

	<p>favour with 2 abstentions and 1 councillor, who had declared an interest, did not vote. Motion carried.</p> <p>3. <u>Application Number: 20/00490/FUL</u>  Site Location: Rew Farm, Seend Cleeve SN12 6PS  Proposal: Installation of static caravan for holiday let</p> <p>3.1 This application was discussed by Councillors at length with reference to a previous planning application in 2015 for the first static caravan that was approved on a temporary basis for 5 years (15/07762/FUL). This was to establish whether <i>the business was financially viable as the provision of a static caravan in such a location would not be acceptable due to visual impact.</i></p> <p>3.2 Concern was expressed that whilst the 1<sup>st</sup> caravan still had only temporary status that to approve a 2<sup>nd</sup> static caravan was possibly not right. Concern was expressed that substantial hedging would be needed to ensure that neighbouring properties would not be overlooked. There had been a submission from a neighbour who was concerned about his property being overlooked.</p> <p>3.3 <u>Resolution:</u> It was proposed that the application for a 2<sup>nd</sup> static caravan be approved providing that the status of the first “temporary” caravan can be resolved so that it either becomes permanent or a more solid structure such as a log cabin in order to minimise its visual impact on the surrounding countryside. . A condition must be placed on the approval that there should be substantial hedging/screening put in place to ensure that the view from both caravans will not impact on the privacy of the neighbouring properties. Consideration should be given to any lighting that would overlook neighbour's property.</p> <p>3.4 This resolution was proposed by Mr Lack and seconded by Mr Nicholls. All Councillors voted in favour</p>	
2020/28 Circular Bench	<p>1.1 The Clerk reported that she had contacted the landowner about the Parish Council's agreement to purchase a wooden tree seat instead of a metal one, and had asked if they were willing to make a contribution. The landowner had very kindly agreed to pay for the whole purchase cost, excluding the VAT, which the Parish Council could claim back. The Councillors agreed that this was a very generous offer and that a formal letter of thanks should be sent to the landowner.</p> <p>1.2 There was further discussion on the type of wooden bench. The one provisionally agreed at the January meeting, was a soft Redwood one, and that perhaps a teak one would last longer. Mr Manning showed a picture of another one that might be better. The clerk to further investigate and report back at the next meeting.</p> <p>1.3 It was agreed that the PC should wait until the new financial year before making the purchase.</p>	
2020/29 Asset Register	<p>1.1 The Clerk reported that following the two recommendations made by the Internal Auditor in the 2018-19 Internal Audit Report, she had revised the Asset Register in a spreadsheet format. The Councillors had been circulated with a copy prior to the meeting.</p> <p>1.2 She explained that Asset values recorded in the Statement of Accounts over the past years seem to have been based in part on Insured values set in 2009 and 2006 and then assets purchased after this date had been added each year. She said that she had spent some time going back through past minutes and accounts to identify when the assets were purchased and to get true costings. Where costings could not be found, such as with the bus shelters, she had kept the values given by the accountants.</p> <p>1.3 The revision of the Asset Register now means that the total value has gone down from £21,551 to £15,940 – a reduction of £5611 in the total value of the Fixed Assets. Having taken advice from the SLCC and the Internal Auditor, the Parish Council will need to put the corrected asset value in the column for the 2018-19 AGAR and write restated at the top. The Accountants will also have to use this new figure in the preparation of the PC's 2019-20 Accounts.</p>	

	<p>1.4 <u>Resolution</u>: Mr Williams proposed that, having looked at the new Asset Register and understood the revisions that had been made by the Clerk, noting the reduction of the total Fixed Asset value, the revised Asset Register should be adopted. This was seconded by Mrs A'Bear. All Councillors voted in favour of adopting the Fixed Asset Register.</p>																						
2020/30 Standing Orders	<p>1.1 All Councillors had been circulated with a copy of the Standing Orders. No changes had been made to them since last year.</p> <p>1.2 <u>Resolution</u>: Mr Manning proposed, seconded by Mrs Vince that these revised Standing Orders be adopted. All Councillors voted in favour.</p>																						
2020/31 Code of Conduct	<p>1.1 All Councillors had been circulated with a copy of the Code of Conduct. No changes had been made.</p> <p>1.2 <u>Resolution</u>: Mr Lack proposed and Mrs Akerman seconded the re-adoption of the Code of Conduct. All Councillors voted in favour</p>																						
2020/32 Financial Regulations	<p>1.1 All Councillors had been circulated with a copy of the Financial Regulations. No changes had been made..</p> <p>1.2 <u>Resolution</u>: Mr Williams proposed and Mr Nicholls seconded, that the Financial Regulations be re-adopted. All Councillors voted in favour.</p>																						
2020/33 Correspondence	<p>1. <u>Spout Lane Canal Bridge</u> – following a phone call from a concerned resident, the Clerk contacted Richard Jones of the C&amp;RT to ask for an update on the condition of the bridge . His response is as follows: “ <i>Our engineer tells me that he has been monitoring the bridge since 2011 and has detected some movement, but nothing that requires any immediate attention and in no way presents a risk to the structure of the bridge. He tells me that he will continue to monitor the bridge and also advises that an in depth inspection which includes underwater assessment is due next year. Please keep me posted of any concerns and I will make enquiries on your behalf</i>”.</p> <p>2. <u>Open Spaces Survey</u>. Wiltshire council are seeking assistance from town and parish councils in collating data relating to open spaces provision within their parishes to form the evidence based necessary to underpin a new Green Infrastructure Strategy and Open Space Strategy and will also be seeking assistance in publicising a household survey. The Clerk received a copy of the survey. To be completed with the help of Mrs A'Bear and Mrs Vince.</p> <p>3. <u>Best Kept Village Competition</u> – The Clerk had received the application form for this year's event. She had forwarded them to Mr Williams.</p> <p>4. <u>Melksham Community News</u> – The government has announced its support to fund two major road improvement schemes in Wiltshire, the A350 Melksham bypass and A338 at Salisbury. Wiltshire Council will now develop outline business cases for the two schemes to enable them to progress to the next stage of development under the government's Major Road Network (MRN) and Large Local Majors (LLM) programme.</p> <p>5. <u>Rights of Way</u>: The 2026 deadline is looming for all footpaths to be registered on the definitive map to avoid being lost forever. The Ramblers is calling on the public to join the search to find and map thousands of miles of lost historic paths across England and Wales.</p>	Mrs A'Bear, Mrs Vince & Clerk																					
2020/34 Financial Matters	<p>1. There were 7 cheques for signature:</p> <table> <tr> <td>The Seend Lye Rec Field</td> <td>£40.00</td> <td>Room hire for NDP launch</td> </tr> <tr> <td>Mrs Carole Vince</td> <td>£165.00</td> <td>Printing of NDP copies by Printed Easy</td> </tr> <tr> <td>Kennet Sign &amp; Display</td> <td>£134.40</td> <td>NP Display boards</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£ 96.00</td> <td>NP various website updates</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk February Salary</td> </tr> <tr> <td>Place Studios Ltd</td> <td>£648.80</td> <td>NP Consultancy work</td> </tr> <tr> <td>Groundworks</td> <td>£1,294.10</td> <td>Refund for unused NP grant</td> </tr> </table> <p>1.1 <u>Resolution</u>: Mr Manning proposed acceptance of the cheques. Seconded by Mr Nicholls. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of December - £ 23,385.93</p>	The Seend Lye Rec Field	£40.00	Room hire for NDP launch	Mrs Carole Vince	£165.00	Printing of NDP copies by Printed Easy	Kennet Sign & Display	£134.40	NP Display boards	Camelot Media Ltd	£ 96.00	NP various website updates	Mrs S Bond	£606.58	Clerk February Salary	Place Studios Ltd	£648.80	NP Consultancy work	Groundworks	£1,294.10	Refund for unused NP grant	
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	3. Mrs A'Bear reported that she had carried out the quarterly checking of the bank statements against the P&L for the October to December period, and that all was in order with the Clerk's accounting.	
2020/35 Items for note	<p>1. Melksham Area Board meeting is on 4<sup>th</sup> March in the Assembly Hall, Melksham. Mr Williams to attend.</p> <p>2. <u>Melksham Remembers book</u> – the clerk has been given a copy which will be put in the Church, but suggests that the Councillors may want to have a look at it first.</p> <p>3. <u>Hedge on Bell Hill</u> needs cutting – the Clerk to contact the landowner.</p>	
2020/36 Date of next meeting	<p>There being no other business, the Vice Chairman closed the meeting at 9.40pm</p> <p>The date of the next meeting is 31<sup>st</sup> March 2019</p>	

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**VICE CHAIRMAN**

**Date: 31<sup>st</sup> March 2020**