

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 28th January 2020 at Seend Community Centre.

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

Also present: Mrs Sue Bond (Clerk), Councillor Jonathon Seed, Mr George Clarke (Chair of Seend CL&AT) and four parishioners

Agenda Item		Action
2020/1 Apologies for Absence	Mr T James	
2020/2 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) Mrs Vince declared an interest in the agenda item Planning Application 20/00584/TCA. Mr Padfield and Mr Wiltshire declared an interest in planning application 19/11809/FUL. Mr Lack declared an interest in planning application 19/11755/LBC (iii) There were no requests for dispensations.	
2020/3 Councillor Matters	Councillor Seed said that he was pretty certain that the wooden building currently being built at Blossom Hill was the approved Day Room. And that having had an enforcement order and stop notice issued last summer, that the landowner would not want to flout any planning/enforcement conditions imposed on him. The internal fencing erected did not need any special permissions. He suggested that what parishioners should be concerned about is if there were any further earth workings carried out in which case it should be reported to planning. Councillor Seed also reported on the Community Governance Report which is minuted under the relevant agenda item.	
2020/4 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 26th November had been circulated to all Councillors. 1.1 Resolution: Acceptance of the Minutes as an accurate record was proposed by Mrs Vince and seconded by Mr Lack All those Councillors who were present at the last meeting voted in favour of accepting the minutes.	
2020/5 Matters Arising Not Already on the Agenda	1. <u>Camping & Caravanning Club hedge</u> . the C&CC's Property Manager with whom the Clerk had been emailing did request the contact details of a local contractor. This is a hopeful sign that they will get the remaining hedging and trees cut back as per the compromise that was agreed. 2. <u>Seend Fund</u> – the Clerk had circulated an explanation of the Fund's constitution and the Parish Council's role in supporting the nomination of the trustees. All Councillors were happy with the explanation. 3. <u>Dog Fouling</u> – a report has been put in the January issue of Spotlight. The Parish Council had been made aware that a parishioner had been witnessed not clearing up after their dog. Councillors agreed that a letter should be sent to them reminding them of the responsibility to clear up after their dog. 4. <u>Allotment Rent rise</u> – The Clerk reported that she had contacted all tenants about the rent rise and garnered their opinion on communal compost bins. The majority of tenants were happy to be responsible for their own composting. A date will be set in the Spring to have a general clear up of the communal areas of the allotments.	
2020/6 Items for Discussion from Members of the Parish	1. Mr Steve Yelland, a parishioner of Seend Cleeve had requested to speak to the Councillors about the proposed Park Farm housing development. He raised a number of concerns about the governance and processes followed by the Seend CLT in the site selection and consultation process. Speaking on behalf of a number of Seend Cleeve residents he said that at the April CLT meeting, the CLT directors made it clear that as soon as proposals were available they would have to be "approved by the community both in terms of site location and design". At later meetings, it	

	became apparent that no such opportunity would be given. He criticised the lack of transparency over the site selection. Whilst reference was made to the Neighbourhood Plan methodology the selection criteria had never been clearly explained as to why the Seend Cleeve site was more suitable than other sites or where the other sites were. 2. A letter from Mr Yelland outlining all their concerns had been sent to the Councillors prior to the meeting. 3. Mr Yelland concluded by asking the Parish Councillors if it would be helpful to the Parish Council if a survey was carried out to get the views of all Seend Cleeve residents and for this to be presented to the Parish Council. He asked if he could enlist the help of a councillor to agree the questions to be used for the survey. 4. The Chairman, thanked Mr Yelland for coming and for making the views of some Seend Cleeve residents known to the Parish Council. She said that the Parish Council could only comment on an actual planning application, not on the process. The Parish Council could not help produce a survey as we need to remain impartial until a planning application is discussed and voted on by Councillors. Whilst the Councillors said they could not get involved in the wording of a survey they indicated that they would welcome feedback on the survey results which would be considered when the plans have been submitted to us. 5. Reference was made to the Little Mitchells Farm pre-application early last year, and the number of New Buildings residents who attended the PC meeting at which the application was discussed. Mr Yelland said that the Parish Council had supported the residents' viewpoint. 6. The Chairman said that as and when an application was submitted for Park Farm, then there would be an opportunity for Seend Cleeve residents to also make representations to the Parish Council. Seend residents have had an opportunity to send in their comments to the CLT via the feedback form and attend their meetings to make their comments known. 7. Mr George Clarke, Chair of the Seend CLT, responded to a number of the points raised. He said that the appropriate consultation group for the development was for the whole parish, not just one part of it, ie not just Seend Cleeve. He said that it would not be appropriate to identify the other sites looked at in the selection process, but that the completed assessment forms used by the CLT had been passed to the Neighbourhood Plan Steering Group. That there were no suitable sites in Seend available and that the Park Farm site was overall the best option in terms of size, landscape, and the favourable deal with the landowner. 8. He said that there had been consultation on the design and layout and many of the feedback comments had been taken on board. He tabled the copies of the plans showing the final layout and design of the houses. He said that the next stage was to get quotations for building based on the plans as they were to ensure that they are feasible. An ecology site assessment would be carried out. Once these were carried out, an application would be submitted to Wiltshire Council. 9. With regard to the 30mph speed limit request they would make to cover the site area, feedback from the residents of New Buildings suggested that they would not want it extended to include their row of cottages as they wished to maintain the dispersed open countryside status of the terrace. They felt that any extension of the 30mph past their properties might encourage further street lighting and potential development. 10. Mr Kevin Rigg, said that the Councillors should listen to the concerns of Seend Cleeve residents as it had listened to the plans presented by the CLT chairman. Mrs Carola Thorpe said she had some sympathy with the Seend Cleeve residents, and that because of the secrecy over the site location, due to lengthy solicitor negotiations, there had been little opportunity for discussion on the location once the deal had been completed.	
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2020/7 Police Matters	Incidents reported: 01/11/2019 Sells Green - Dog seen chasing a hare and being controlled by unknown persons in off road car. 10/11/2019 Seend Bridge - RTC injury. Female driver has collided with bridge. 07/12/2019 Spout Lane - Unknown suspect(s) have entered the IP's unlocked motor home and taken her handbag. Some contents were later found in nearby canal. 13/12/2019 Inmarsh - Unknown persons have used an angle grinder to get entry onto the farm, travelled into the yard, forced entry into the Tool Store, again an angle grinder to cut the padlock on the door. Then gone to container within the Yard and used angle grinder to remove locking bar for the door of the container. Power tools taken from both locations. Power tools – Husqvarna Chain saws x 2. Hedge cutter x1 – Compressor Portable. Possible other things not noted at this time. TVO £1000.00. 24/12/2019 Devizes Road - Unknown person(s) have thrown unknown object(s) from a vehicle that have caused two loud bangs in the RP's garden. 03//01/2020 BATH ROAD, SEEND, (ED13) overnight on the 3rd Jan offenders have pulled off the driver's exterior door handle to a parked unattended vehicle. Mrs Heatley reported that PCSO Maggie Ledbury has retired and we have a new PCSO – 9876 Adam Almond. The contact details are: email:adam.almond@wiltshire.pnn.police.uk, Mob: 07825658345. We may wish to invite him to introduce himself at one of our meeting. Clerk to notify Spotlight of new details. Angus MacPherson, the Police and Crime Commissioner, is asking members of the public for their feedback on a proposed £1 per month increase to maintain local policing. You can do this by completing a short online survey on the PCC website, Facebook or Twitter pages. This closes on 31 Jan 20. Councillor Seed said that there was now a limit of £10 for the proposed increase, so it would total £10 and not £12 as suggested.	
2020/8 Community Governance Review	1. Mrs A'Bear reported that along with Mrs Akerman and the Clerk she had attended an informal meeting with the CGR committee at County Hall on 10th December. They had outlined the PC's objections to Melksham Without Parish Council's request to move the boundary. The Chairman of the Review committee said that this boundary change was linked to the other boundary change proposals between Melksham Without and Melksham Town Council. The Clerk suggested that the any discussion on boundary should wait until it was known if a bypass was going to be built, but Mr Clewer said that any possibility of a bypass was a long way off. 2. The Clerk said that the CGR was at its 2nd consultation stage. There was an on-line survey that parishioners could complete to give their views on any of the Schemes submitted. There are two Schemes affecting Seend: the boundary change requested by Melksham Without Parish Council and a 2nd Scheme to reduce the number of Seend Parish Councillors from 11 to 9. This was put forward by a resident. Details of the consultation process has been put in the February issue of Spotlight and on the Parish Council website: www.seendparishcouncil.co.uk. The link to the Wiltshire Council website is as follows: http://www.wiltshire.gov.uk/council-democracy-cgr and click on the online survey link. 3. Four public consultation meetings have been organised. The first meeting specific to Seend was at Bowerhill village Hall on 20th January. The CGR Committee were heavily criticised by the public for the lack of notice and confusing letters that had been sent to some Bowerhill and Melksham residents. Three Seend councillors attended along with the Clerk, Mrs Giles owner of Giles Wood and a parishioner Mr Kevin Rigg.	

	The meeting was mainly full of Bowerhill and Melksham residents. 4. The next public consultation meeting is on 14th February in the Assembly Hall, Melksham. The Clerk asked that all Councillors should complete the on-line survey for both schemes and to try to attend the public meeting. 5. <u>Councillor Seed</u>, thought that the proposed bypass may happen a lot sooner than Mr Clewer implied and could be within five years. So the argument that the boundary review should be delayed until the outcome on the bypass was a good argument to use. He said that it was not a costly bypass for the benefits it would provide, and therefore there was a realistic chance of it being approved by central government. 6. Councillor Seed said that not all the Schemes submitted will go before full council. Some Schemes will be thrown out by the CGR Committee before that stage, but he was uncertain what the likely outcome of the two Seend Schemes would be.	
2020/9 Highway Matters	1. <u>CATG – Updates</u> The Clerk attended the meeting on 16th December. The members agreed that if there were requests for new signage, that providing the cost was below £500. CATG would pay all the cost. If higher, it would revert back to the 1/3 parish, 2/3 CATG. • Church Crossing – high friction service now done. Awaiting an invoice from Wilts CC. • Pedestrian Crossing Sign – to be put in place by end of February • Bollands Hill/Village Gateways – Clerk to contact Mark Stansby to arrange site visit. He will also look at the Bell Hill signage at the site visit. The Clerk reported that a site meeting date had been set for 29th 10am Georgina and Clerk to attend. Other Councillors were invited to attend. Next CATG meeting - 23rd March 2020 – 4-6pm venue to be confirmed Melksham Fire Station	Mrs A'Bear & the Clerk
2020/10 Neighbourhood Plan	1. All Councillors had been circulated with the Draft Neighbourhood Plan along with the Site Assessment Report appendix. All the other appendices had been approved at previous meetings. 2. Mrs A'Bear said that once the Parish Councillors had approved and signed off the Draft plan, there would be a launch event for the Regulation 14 Consultation on 15th February in the Pavilion. The consultation would be for 6 weeks ending at midnight on 28th March. 3. Hard copies of the plan would be available to view in local libraries, the Community Centre, The Three Magpies, The Barge and The Brewery. It would also be available to view on line on the www.seendparishplan.org website and a link to the website put on the Parish Council's website. 4. An on-line comments form had been prepared so that parishioners and other consultees could submit any comments. The comments form has been prepared by Mrs A'Bear and the Clerk and contains a privacy notice about the collection of personal data. No anonymous comments would be accepted. 5. The Chairman thanked Mrs A'Bear and the NP Steering committee for the tremendous amount of work that it had taken to get to this near final stage. 6. <u>Resolution</u>: Mr Lack proposed that the Neighbourhood Draft Plan be approved by the Parish Council so that it can be signed off and begin the formal Regulation 14 Consultation stage. This was seconded by Mr Padfield. All Councillors voted in favour.	
2020/11 Planning	Planning applications discussed by planning sub-committee during December. 1. <u>19/11144/FUL – 64 Pelch Lane, Seend Cleeve</u>. Single Storey extension. The Sub-committee approved this application. Mrs Heatley	

AKH

	said that this application had also been approved by Wiltshire Council. 2. <u>19/11604/PNCOU</u> – Agricultural barn at Curnick's Lane, Sells Green. Notification for prior approval for a proposed change of use of agricultural building to a dwellinghouse (Class C3) and association operational development. 2.1 <u>Comment submitted</u>: The planning sub-committee of Seend Parish Council has looked at this application as the deadline for comments means that it cannot be discussed by full Parish Council. We are not certain of our role in determining the list of requirements to meet prior planning approval for a conversion of an agricultural building to a dwelling house (Class Q). We were not consulted on the previous application: 17/03312/PNCOU which was submitted in April 2017 and refused by Wiltshire Council. However, the consensus of the planning sub-committee is that this application should also be refused by Wiltshire Council. The amount of building work required to build the dwelling house is such that it constitutes a complete re-build, not a conversion. There is also concern about the potential use of the bridleway as an access road to the property. It is not clear if this is the intention. The report by the planning officer at the time of application 17/03312/PNCOU should be considered and any improvements made after this should not be taken into account. Planning should note that the new photographs show concrete flooring which has been laid since the previous application's refusal. This new flooring should be discounted in any decision made for this current application. 4. <u>19/11809/FUL</u> – Berhills Farm, Sells Green, Seend SN12 6RW Proposal: Proposed erection of two agricultural storage barns 4.1 Mr Padfield and Mr Wiltshire declared an interest so did not take part in any discussions or vote. 4.2 Councillors discussed this planning application at length. There were several concerns about the inaccuracy of some of the plans. The aerial view did not show the property correctly as it showed a neighbouring property instead. A complaint had been made to a councillor that the neighbours had not been consulted. And the green planning notice had been sited on the back gate, out of sight to passersby. This meant that the due process of planning notification had not been followed correctly. 4.3 <u>Resolution</u>: Mrs Heatley proposed that the application should be opposed on the above grounds. Seconded by Mr Nicholls. All Councillors voted in favour. 5. <u>19/11755/LBC</u> – Seend Manor, High Street, Seend SN12 6NX Proposal: Replacement of a first floor sash window to allow for easier vertical evacuation from the building in case of fire or other emergency. 5.1 <u>Resolved</u>: Mr Lack declared an interest and left the room. Mrs A'Bear proposed that this application be approved. Seconded by Mrs Vince. All other Councillors vote in favour. 6. <u>20/00141/TCA</u> – 17 Dial Close, Seend SN12 6NP Proposal: T1 Crown reduce Silver Birch by 2m 6.1 <u>Resolved</u>: Mr Williams proposed that this application be approved. Seconded by Mr Padfield. All Councillors vote in favour. 7. <u>20/00584/TCA</u> – The Cottage, High Street, Seend SN12 6NU Proposal: 50% reduction to Cornus Mas 7.1 <u>Resolved</u>: Mrs Vince had declared an interest and left the room. Mr Lack proposed that this application be approved. Seconded by Mr Williams. All Councillors vote in favour. 8. <u>20/00641/TCA</u> – Seend Lodge, High Street, Seend SN12 6NU Proposal: 10% thin 2 silver maple trees, fell 2 dead birch and 15% reduction of eucalyptus tree 8.1 <u>Resolved</u> – Mr Nicholls proposed that this application be approved, but with a request that a replacement tree or shrub be planted somewhere else	
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	on the property. Seconded by Mrs Vince. All Councillors voted in favour. 9. <u>20/00534/FUL</u> – 2 Bradley View, Bath Road, Seend SN12 6RH Proposal: Proposed demolition of detached garage and erection of single storey extension. 9.1 <u>Resolution</u>: Mr Padfield proposed that this application be approved. Seconded by Mr Nicholls. All Councillors voted in favour. 10. A late planning application had been received by the Clerk with a comments date of 19th February. Councillors agreed that as it was a straight forward tree planning application, they were happy to discuss and vote on it. 11. <u>20/ 00844/TCA</u> – 20 Dial Close, Seend SN12 6NP Proposal: T1 Hawthorn tree fell. 11.1 <u>Resolution</u>: Mrs Vince proposed that this application be approved, but with a request that a replacement tree or shrub be planted somewhere else on the property. Seconded by Mr Lack. All Councillors voted in favour.	
2020/12 Melksham Area Board	The Clerk attended the meeting. 1. Wiltshire Council are Targetting fly tippers. 2. <u>Neighbourhood Policing</u> – Wiltshire Police have increased the number of police officer Melksham and Trowbridge have two dedicated police officers and a sergeant. Bradford on Avon – 1 police officer. No increase in the number of PCSO's. 3. <u>Waste Recycling</u> Changes to kerbside collections. The collection days will be changing, but residents will be notified by post before it happens. You will be able to view collection days on line and print out the timetable. Blue lidded bins will be able to take additional stuff. To include paper, food & drinks cans, aerosols and foil which currently go in black bin. Once the change takes place, the black bins will just take glass and textiles. Clothes must be in tied bags, no bedding. This will reduce the number of vehicles needed. They would be happy to supply articles to go in magazines. 2018-19 – 89% of all waste collected for recycling and composting was managed in the UK. 4. <u>Climate Emergency</u> In February 2019 – Wiltshire Council formally acknowledge that there is a climate emergency and that it would aim to be carbon neutral by 2030. Wiltshire Green Pledge – Friends of the Earth regard Wiltshire CC as a leading council in tackling climate change. 5. <u>Melksham Neighbourhood Plan</u> Report said that they were hoping to go to Regulation 14 consultation by the Spring and hope to go to referendum by the end of the year. I reported on Seend's NP progress. 6. There is still grant money available. 7. Next meeting is 4th March 2020 and 22nd April	
2020/13 Circular Bench	1. The Clerk reported that having checked with the landowners that they were happy with the choice of metal circular bench, they actually confirmed that they were not, and would prefer a wooden bench similar to the one currently in place. 2. The Clerk circulated quotes from 3 companies for wooden benches made of sustainable hardwood. 3. <u>Resolved</u>: Mr Padfield proposed that we purchase the hexagonal bench listed from www.sustainable-furniture.co.uk, and that we should ask the landowners if they were willing to make a financial contribution. This was seconded by Mr Williams. All Councillors voted in favour. Clerk to contact the landowners.	Clerk

2020/14 Correspondence	1. <u>The Pelch</u> – There had been emails from 2 residents concerned about the muddy state of the Pelch Lane and the erosion of the banks. Councillors agreed that this was difficult to resolve as there was a working livestock farm on the bend, and with a lot of tractor use, it would be impossible to keep clear, particularly at this time of year. The hedge had recently been cut and this had created a lot of mess and tyre marks on the verges. 2. <u>Right of Way – SEEN6</u> There had been a complaint about the state of the muddy ground by the kissing gate into the field. As horses were kept in this field and they were churning up the ground, there was little that could be done. Councillors agreed that it was typical of all cross field paths containing livestock at this time of year. No action to be taken. 3. <u>Great British Spring Clean</u>. Taking place between 20th March and 13th April. Clerk to advertise this in Spotlight. 4. <u>Best Kept Village Competition 2020</u> - Clerk had received details. Mr Williams said he was happy to enter Seend village again. 5. <u>Police Detective Superintendent Steve Kirby</u> – open letter to residents re the role individuals can play in helping to tackle serious and organized crime. Clerk to put on website.	Clerk Mr Williams																											
2020/15 Financial Matters	1. There were 9 cheques for signature: <table border="0"> <tr> <td>WEL Medical Ltd</td> <td>£123.36</td> <td>Replacement defibrillator pads</td> </tr> <tr> <td>The Community Centre</td> <td>£142.50</td> <td>Room hire Oct-Dec</td> </tr> <tr> <td>Water2Business</td> <td>£ 36.81</td> <td>Allotment water bill</td> </tr> <tr> <td>Melksham Remembers</td> <td>£ 50.00</td> <td>Contribution to Melksham Remembers book</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk January salary</td> </tr> <tr> <td>Mrs S Bond</td> <td>£ 86.87</td> <td>Oct-Dec expenses</td> </tr> <tr> <td>Camelot Media Ltd</td> <td>£112.00</td> <td>Councillor email add renewal & NP website updates</td> </tr> <tr> <td>Namesco Ltd</td> <td>£19.19</td> <td>PC Domain name renewal</td> </tr> <tr> <td>Place Studios Ltd</td> <td>£ 963.00</td> <td>NP Consultation work</td> </tr> </table> 1.1 <u>Resolution</u>: Mr Padfield proposed acceptance of the cheques. Seconded by Mr Wiltshire. All Councillors voted in favour. 2. Bank Reconciliation to end of December - £ 25,525.34 3. Mrs A'Bear said that any monies unspent from The Groundworks Trust grant would need to be returned. The exact amount was being calculated by Mrs Vince and should be known by the February meeting. It is likely to be in the region of £2,000. 4. The Clerk reported that she had mistakenly asked the Parish Council to pay her ALCC union membership fee in July 2019. This was paid at the same time as the Clerk's SLCC membership. She will be reimbursing the Parish Council with a £40 cheque.	WEL Medical Ltd	£123.36	Replacement defibrillator pads	The Community Centre	£142.50	Room hire Oct-Dec	Water2Business	£ 36.81	Allotment water bill	Melksham Remembers	£ 50.00	Contribution to Melksham Remembers book	Mrs S Bond	£606.58	Clerk January salary	Mrs S Bond	£ 86.87	Oct-Dec expenses	Camelot Media Ltd	£112.00	Councillor email add renewal & NP website updates	Namesco Ltd	£19.19	PC Domain name renewal	Place Studios Ltd	£ 963.00	NP Consultation work	Clerk
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2020/16 Items for note	1. Mr Wiltshire mentioned that the light at the top of Spout Lane was still not working. The Clerk said that she had been informed that the lamp was irreparable and that a complete new lamp would need to be fixed. This may take a while. 2. Mr Manning said that a drain in Inmarsh Lane outside Broomhayes was blocked. The Clerk said that it had been, but was now cleared. 3. Mrs Heatley expressed her thanks to Ron and Penny England who had quickly cleared the Rusty Lane bridleway that had been blocked by a fallen tree following overnight storms on the 15th January. The Clerk had reported the fallen tree on MyWiltshire and emailed Ron & Penny England. Ron went straight out and cleared all the brambles and branches making the path accessible. Mr Paul Millard, Rights of Way Warden, arranged for the remaining tree trunk to be cleared with a chain saw the following day. 4. <u>Parish Council website</u> – the Clerk reported that from September 2020, all																												

	public sector websites had to meet the minimum standards of accessibility for all. The current PC website would need to be improved, and she suggested that it would probably be the right time to get a new website professionally built that would meet all transparency and accessibility standards. She said that there were professional website makers who specialize in building council websites. She said she would get some quotes to present at the February Meeting. <u>5. Asset Register</u> The Clerk said that as per the Internal Audit recommendations she was revising the Asset Register as an excel spreadsheet. This was revealing some discrepancies between the Accountants values for some of the assets and the actual costs. These seemed to have been based on insured values set some years ago. It was likely that the revised Asset Register would mean that the overall value of all Fixed Assets would be reduced significantly. The Clerk said she hoped to have this ready for Council approval at the February or March PC meeting.	Clerk Clerk
2020/17 Date of next meeting	There being no other business, the Vice Chairman closed the meeting at 10.10pm The date of the next meeting is 25th February 2019	



VICE CHAIRMAN

Date: 25th February 2020