

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 25th July 2017 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T Murch (Chairman), Mrs C Vince, Mr J Williams and Mr M Wiltshire.

Also present: Mrs S Bond and 3 members of the public.

Agenda Item		Action
2017/45 Apologies for Absence	Mr T James, Mr M Wood and Councillor J Seed	
2017/46 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 requests for dispensation. (ii) There were no declarations of interest in items on the Agenda. (iii) There were no requests for dispensations.	
2017/47 Police Matters	<p>1. Mrs Heatley reported that she had not received this month's Community Policing newsletter and therefore had no details of any local crimes to report.</p> <p>2. It was noted however that the Chairman had received a report from a resident that there was an attempt to steal the lead from the roof of the Bell Pub on the night of 14/15th July. Gaigers had been seen removing the remaining lead for safekeeping and a blue tarpaulin put on the roof. The Chairman commented that the building was now looking very shabby.</p> <p><u>2.1 Resolved:</u> The Clerk was asked to write again to Wadworth, who had not replied to our last letter, requesting re-instatement of the louvres on the outside of the building, which is a listed building.</p> <p>3. Mrs Heatley reported that the Police and Crime Commissioner had launched a new Community Action Fund. The fund has been created to benefit local communities and £40,000 has been earmarked for this year, to share between projects that meet the fund criteria. The Commissioner is looking to boost initiatives which will help him meet key priorities in his Police and Crime Plan through projects which demonstrate: an increased participation from communities who engage with and promote community safety, helping to keep their community safe, or projects which demonstrate a reduction in rural crime in communities. Applications are currently being sought from organisations working within the voluntary sector (including town and parish councils). The closing date is Friday 11th August.</p> <p><u>3.1 Resolved:</u> Councillors to give any suggestions to Mrs Heatley by 4th August, to be submitted before the 11th August deadline.</p>	<p>Clerk</p> <p>All</p>
2017/48 Seend Settlement Boundary Changes	<p>1. The map of the proposed boundary changes had been put on the website and noticeboard outside the Post Office with details on how to submit comments. Details will also appear in Spotlight.</p> <p>1.1 Two councillors said they had attended the Consultation session at Devizes and found it quite useful. They had been given a document on the methodology behind the proposed changes, and the form on which to give comment.</p> <p>1.2 The Clerk reported that she had received a letter from the Chairman of the WI stating that they wanted the WI allotments to stay inside the Seend Settlement Boundary. The proposed changes has put them outside the boundary.</p> <p>1.3 The Neighbourhood Planning Group had briefly discussed the changes and had made some comment on each of the changes, but these will be presented more formally at the August Parish Council Meeting, once they had been further discussed at their next NPSG meeting.</p> <p><u>1.4 Resolved:</u> The Parish Council to formalise its response at the August 29th Parish Council meeting.</p> <p><u>1.5 Resolved:</u> The Clerk to remind Councillor Seed to arrange a meeting</p>	All Councillors

	between Mr Murch, Mrs A'Bear and with the Head of Spatial Planning, Mrs Georgina Clampitt-Dix to take place before the August 29 th Parish Council meeting.	Clerk
2017/49 Local Councillor's Matter	There were no matters to report.	
2017/50 Items for discussion from members of the Parish	<p>1. <u>Spiderweb Paddock</u>: A resident attended the meeting to discuss his concerns that there seems to be no action being taken by Wiltshire Council enforcement officer to enforce the Regional Planning Inspector's Judgement. The report stated that all non-agricultural machinery had to be removed from the site, and no-one must be living on the site.</p> <p>1.1. The Chairman said that it was not easy to provide the right kind of proof that would be accepted by Wiltshire County Council. Continuous monitoring of the site was not possible.</p> <p>1.2 <u>Resolved</u>: The Clerk to ask Councillor Seed to take up the matter again with the Enforcement Officer.</p> <p>2. <u>Planning Notification Procedure</u> A parishioner attended the meeting to present problems he described with a recent planning application. He said that he had not received the details until after our June Parish Council meeting and therefore had not been able to make representations to the Parish Council before it had voted to approve the planning application.</p>	
2017/51 Chairman's comments	<p>1. The Chairman said that he had been made aware that a caravan has been moved onto the field, halfway down the A361. It has been alleged that the field may be owned by travellers. The Enforcement Officer has been made aware of this new occupancy and is monitoring the situation.</p> <p>1.1. The Chairman said that the Parish Council needed to prepare valid arguments against this site being occupied. Two possible arguments to be used are: Wiltshire Council has met its target of providing enough traveller sites in the county. Therefore we do not need another site in Seend. The second argument is that, Seend already has a large number of "travellers" who live on the canal.</p> <p>1.2 <u>Resolved</u>: The Clerk to ask Councillor Seed what course of action the Parish Council should take to prevent this site from being used as an official travellers site.</p> <p>2. <u>Seend Shuttle AGM</u>: The Chairman reported that he had attended the AGM. He reported that the Seend Shuttle was continuing to be well used. During the last year, the Shuttle had carried over 2,729 passengers including 11 runs to Salisbury. The Seend School run has covered 2257 miles carrying 5,500 children as passengers. There have been 82 non-village hirings carrying 1082 passengers. The Chairman praised the outstanding efforts of all the volunteers that run the Seend Shuttle.</p>	Clerk
2017/52 Minutes of the previous meeting held on 27 th June	<p>1. The Confidential minutes of the previous meeting had been circulated to all Councillors and were taken as read. Acceptance of the minutes as an accurate record was proposed by Mrs Heatley and seconded by Mrs A'Bear. Six Councillors voted in favour. Mrs Akerman abstained as she was not present at the previous two meetings.</p> <p>2. The minutes of the previous meeting on 27th June had been circulated to all Councillors and were taken as read.</p> <p>2.1 Two minor corrections were needed. <u>Minute no: 31h</u> Regarding the cutting of the grass at the entrance to Dial Close. This should have explained that the grass cutting was specifically done in preparation for the Seend Open Gardens weekend.</p> <p>2.2. <u>Minute no: 41c</u> <i>the right of inspection date for the accounts would begin on Monday 3rd July and end on Friday 14th August.</i> This needed to be corrected to Friday 11th August.</p> <p>2.3 With these changes noted, acceptance of the minutes as an accurate record was proposed by Mr Wiltshire and seconded by Mrs Vince. Six Councillors</p>	

	voted in favour. Mrs Akerman abstained as she was not present at the previous two meetings.	
2017/53 Matters arising	<p>1. <u>Seend Post Office</u> (Minute 29) – Mrs A'Bear reported that she had spoken with Mrs Walker. She had said that there had been no interest from anyone wishing to buy the shop, so they were likely to continue running the Post Office for at least the next six months.</p> <p>1.1 <u>Resolved</u>: The Clerk to write to the owners thanking them for the fantastic service they have provided for the village over a number of years, and to ask them to keep the Parish Council informed if and when a sale is agreed.</p> <p>2. <u>Canal Parking Problems</u> (Minute 31d) The Clerk reported that she had not received any response to her letter of 21st June from the head office of the C&RT, other than an acknowledgement.</p> <p>2.1 <u>Resolved</u>: The Clerk to follow up why we have not yet received a reply.</p> <p>3. <u>Dog Waste Bin, Loves Lane</u> (Minute 31f) The Clerk reported that she had now heard from the landowner giving their permission for a dog waste bin to be put up near the cross paths.</p> <p>3.1 <u>Resolved</u>: The Clerk to order a green dog waste bin to be erected on a post.</p> <p>4. <u>Planters in Dial Close</u> (Minute 31g) Mrs Vince reported that she had taken these away, kept the plaques and the daffodil bulbs for replanting somewhere else in the Autumn.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2017/54 Community Land Trust	<p>1. The Chairman had circulated some notes he had made of the CLT meeting organised by the Parish Council on 11th July. Mr Trevor Cherrett, Chairman of the Wiltshire Community Land Trust, gave an informative talk. It was a well attended meeting by some 60+ people. Mr Steve Vaux and Dr Nigel Knott, concluded the meeting urging support from the community for the setting up of a Community Land Trust for Seend.</p> <p>1.1. <u>Resolved</u>: The Clerk to put on the website, the notes made by the Chairman of the comments made by Trevor Cherrett at the meeting.</p>	Clerk
2017/55 Neighbourhood Plan	<p>1. Mrs A'Bear reported that Mr Vaux had resigned from his role on the NPSG. Also that their secretary Yvette Rowe had also stepped down due to work commitments. The NPSG are currently working on their response to the Settlement Boundary Review.</p> <p>2. The NPSG and the Parish Council had received a response from SNAG (Seend Neighbourhood Action Group) following their responses given to the survey that was sent out. This will be discussed further at the next NPSG meeting.</p>	
2017/56 Seend Parish Council Complaints Policy and Vexatious Complaints Policy	<p>1. As part of Seend Parish Council's updating all of Council Constitutional documents, the Clerk had circulated to the Councillors two model complaints policy documents for the council to consider for adoption.</p> <p>1.1 <u>Seend Parish Council Complaints Policy</u> – This had been circulated to all Councillors prior to the meeting. Adoption of this policy was proposed by Mrs A'Bear and seconded by Mrs Akerman. All Councillors present voted in favour of adopting this policy.</p> <p>1.2 <u>Habitual and Vexatious Complaints Policy</u> – This had also been circulated to all Councillors prior to the meeting. This policy has been adopted by a number of town and parish councils as it provides a clear structured way to deal with difficult complainants. Adoption of this policy was proposed by Mrs Vince and seconded by Mrs Heatley. All Councillors voted in favour of adopting this policy.</p>	
2017/57 Highways/Rights of Way	<p>1. <u>Car Accident by The Lye</u> – It was reported that on 21st July, there was a collision between a car exiting the Lye and a car on the High Street. This reinforced the concern that this is a dangerous junction. Mrs Vince said that living on the corner, she often parks her car in The Lye. She ensures that it is the correct distance away from the junction. This is so that she does not block the vision at this junction and to protect her car which has been damaged a number of times by passing traffic.</p> <p>2. <u>Spout Lane Parking Problems</u> Further photographic evidence of some dangerous parking close to the bridge in Spout Lane had been sent to the Clerk by a resident. Mr Wiltshire reported that an ambulance had to reverse out of Spout Lane near the Three Magpies recently because it could not get past the</p>	

	<p>parked cars. This raises the question of whether yellow lines should be considered for the area by the bridge.</p> <p>3. <u>Church Crossing</u> The Parish Council is still waiting to hear from Highways regarding the costings and as to when work might begin. Councillors expressed frustration at the delay and said they were keen to know if it was still viable, as if not, they could consider whether a crossing could be put elsewhere along the High Street.</p> <p>3.1 <u>Resolved</u>: The Clerk to contact Highways asking for an update.</p> <p>4. <u>A Metro Count</u> was recently undertaken at the western end of the High Street by the pinchpoint.</p> <p>4.1 <u>Resolved</u>: The Clerk was asked to contact Highways to find out the results of the metro count.</p> <p>5. <u>Metro Count at New Buildings</u> Whilst this had been agreed to at the last CATG meeting, the Clerk said she was still waiting to hear when this would happen.</p> <p>6. <u>SRSI Report</u> – The Council were still awaiting a response to the SRSI Report from the Cabinet Member for Highways, Transport and Waste Bridget Wayman.</p> <p>6.1 <u>Resolved</u>: The Clerk to chase up the response with Councillor Seed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2017/58 Defibrillator	<p>1. The Clerk reported that she had spoken again to the Landlord of The Brewery regarding the placement of a Defibrillator on the wall of the pub. He said that he had not had time to contact Enterprise but would do so as soon as possible.</p> <p>2. With Mr Wood not present, further discussions on the purchase of further Defibrillators to be discussed at the next meeting.</p>	
2017/59 Area Board	Mr Williams attended the Area Board meeting on 13 th July. There was a strong emphasis on supporting projects for young people in Melksham. The new Chairman, Councillor Jon Hubbard has strong views on youth projects. The next Area Board meeting is on: 6 th September at 7pm at Seend Community Centre.	
2017/60 Aster Homes	No news to report.	
2017/61 Parish Steward	The Clerk reported that she and Mr Williams had met with the Parish Steward last month, and a priority sheet had been drafted with a list of tasks to be completed by the Parish Steward on his 2 days a month visits. There will be no Parish Steward service in August. The Clerk and Mr Williams to meet with him again during each monthly visit.	
2017/62 Planning Matters	<p><u>Planning Applications</u></p> <p>1. <u>Application Number: 17/04438/FUL</u> Site Location: Windsmere Stone and Granite Ltd Sells Green Seend SN12 6RW Proposal: Erection of storage and workshop building. 1.1 <u>Resolved</u>: Approval of this planning application was proposed by Mrs Vince and Seconded by Mrs Heatley. All Councillors unanimously approved this planning application.</p> <p>2. <u>Application Number: 17/05288/FUL</u> Site Location: 15 The Lye Seend Melksham Wiltshire SN12 6PB Proposal: Provide dropped kerb. 2.1 <u>Resolved</u>: Approval of this planning application was proposed by Mr Wiltshire and Seconded by Mrs Heatley. All Councillors unanimously approved this planning application.</p> <p>3. <u>Application Number: 17/07052/TCA</u> Site Location: Brow Cottage Seend Hill Seend Melksham Wiltshire SN12 6RU Proposal: Hawthorn - Fell 3.1 <u>Resolved</u>: Approval of this planning application was proposed by Mrs Vince and Seconded by Mrs Heatley. All Councillors unanimously approved this planning application with the condition that a new tree be planted somewhere on the property.</p> <p>4. The Clerk reported that she had been notified by the Planning Department that they will no longer be sending out paper copies of planning applications, but that a link would be given to new applications within our Parish.</p>	
2017/63 Correspondence	1. The Clerk reported that she had received an email from a resident of Sells Green who raised the concern of speeding cars, they believed were regularly exceeding the 40mph speed limit. The resident asked if the speed limit could be	

	<p>reduced to 30mph. They also asked about the setting up of a speed watch team. Councillors suggested that a Metro Count might be useful.</p> <p>1.1 <u>Resolved</u>: The Clerk to raise a Community Issue asking for a metro count to be undertaken.</p> <p>1.2 <u>Resolved</u>: The Clerk to write to the resident notifying of the course of action to be taken.</p> <p>1.3 <u>Resolved</u>: Mr Williams to supply name of coordinator so that it could be given to the resident.</p> <p>2. <u>Citizen Advice Bureau</u> – a letter had been received from the Citizen Advice Bureau asking for a donation to help them advise people who are struggling with Universal Credit.</p> <p>2.1 <u>Resolved</u>: The Clerk to write to Citizen Advice Bureau saying that we would consider making a donation at our Precept meeting in November.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Williams</p> <p>Clerk</p>																								
<p>2017/64 Financial Matters</p>	<p>1. There were 8 cheques for signature:</p> <table> <tr> <td>Water2business</td> <td>£31.15</td> <td>Allotment Water bill</td> </tr> <tr> <td>SLCC -</td> <td>£93.00</td> <td>Membership Renewal</td> </tr> <tr> <td>Seend Lye Recreation Field</td> <td>£20.00</td> <td>Room Hire for CLT meeting</td> </tr> <tr> <td>Mrs F Johnson</td> <td>£20.00</td> <td>Reimbursement for J Tilley invoice</td> </tr> <tr> <td>Mrs S Bond</td> <td>£366.29</td> <td>Clerk's July Salary</td> </tr> <tr> <td>Mr T Cherrett</td> <td>£11.70</td> <td>Travel Expenses CLT Meeting</td> </tr> <tr> <td>Mr S Vaux</td> <td>£191.25</td> <td>Display panels, printing & Ink (NPG)</td> </tr> <tr> <td>Mrs S Bond</td> <td>£128.99</td> <td>Laser printer & Toner</td> </tr> </table> <p>1.1 <u>Resolved</u>: Acceptance of the cheques was proposed by Mr Wiltshire and seconded Mr Williams. All Councillors approved.</p> <p>2. Bank reconciliation to end of June 2017 = £16,591.35</p> <p>3. <u>Resolved</u>: The Bank Statements, invoicing and Bank Reconciliation to be checked by Mrs A'Bear as part of the agreed quarterly checks at the beginning of August.</p>	Water2business	£31.15	Allotment Water bill	SLCC -	£93.00	Membership Renewal	Seend Lye Recreation Field	£20.00	Room Hire for CLT meeting	Mrs F Johnson	£20.00	Reimbursement for J Tilley invoice	Mrs S Bond	£366.29	Clerk's July Salary	Mr T Cherrett	£11.70	Travel Expenses CLT Meeting	Mr S Vaux	£191.25	Display panels, printing & Ink (NPG)	Mrs S Bond	£128.99	Laser printer & Toner	<p>Mrs A'Bear & Clerk</p>
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<p>2017/65 Two Councillor Vacancies</p>	<p>1. The Clerk reported that 4 people had put themselves forward to fill the two vacancies. These will be filled by co-option as there were no requests for an election to be held. This will take place at the 29th August Parish Council meeting.</p> <p>1.1 The candidates will be asked to send in a short resume about themselves. Three questions were agreed that the candidates should answer in a 5 minute presentation to be given by each candidate.</p> <p>1.2 <u>Resolved</u>: The Clerk to contact the 4 candidates with the above information.</p>	<p>Clerk</p>																								
<p>2017/66 Items for note</p>	<p>Mrs Heatley and Mr Murch to set up the meeting room for the next meeting.</p>	<p>Mrs Heatley & Mr Murch</p>																								
<p>2017/67 Date of next meeting</p>	<p>Tuesday 29th August 2017 There being no other business, the Chairman closed the meeting at 10.25pm</p>																									

CHAIRMAN

Date: 29th August 2017