

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 30th August 2016, at Seend Community Centre.

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

Also present: Cllr J. Seend and member of the public.

Agenda Item		Action
2016/092 Apologies for Absence	Mr N Vaux and Mr M Wiltshire.	
2016/093 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) The Clerk to check which Councillors had made a Declaration of Interests on line, and clarify protocol.</p> <p>(ii) Mr Murch and Mrs Heatley declared an interest in discussion on the WI Hall (Chairman's comments), and Mrs A'Bear declared an interest in Planning Application 16/07425/FUL – Broad Lane Farm.</p> <p>(iii) There were no requests for dispensation.</p>	Clerk
2016/094 Police and Local Councillor's Matters	<p>Police report received by email. There has been one crime (burglary) in Seend on 23/24 August in Station Road. Unknown suspect has damaged a padlock on a stable door and gained entry, once inside has stolen a green ride on John Deere lawnmower.</p> <p>Cllr Seed reminded Councillors that the next Area Board meeting would take place on 7th September at Seend Community Centre. It was noted that St John's Ambulance would be giving a defibrillator demonstration prior to the meeting between 6.30 – 7.00 p.m. The Clerk to place on the website.</p> <p>Cllr Seed suggested that the PC request a postponement of the date for comments on the planning application until the end of September for Equestrian Heights.</p> <p>The VAS have now been installed in Seend High Street. Councillors commented that they appeared to be working satisfactorily travelling west to east, but not vice versa. The Clerk to contact Highways and advise. Councillors commented that the installation work had been carried out very quickly with the minimum of disruption, and the Clerk was asked to send a letter of appreciation to Highways for this.</p> <p>It was noted that a street light had been removed in the High Street, and also in Sells Green. Cllr Seed said that this work is taking place county wide to check and remove any street light that may be unsafe; they will be replaced in due course.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2016/095 Items for discussion from members of the Parish	None received.	
2016/096 Chairman's comments	<p>1. Steve Vaux has found a glossary that contains a definition of housing terms</p> <p>Extract from National Policy Framework - Annex 2: Glossary</p> <p>Affordable housing: Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.</p> <p>Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.</p> <p>Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more</p>	

	<p>than 80% of the local market rent (including service charges, where applicable). Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.</p> <p>Homes that do not meet the above definition of affordable housing, such as "low cost market" housing, may not be considered as affordable housing for planning purposes.</p> <ol style="list-style-type: none"> 2. I attended the Seend Community Centre Trustee's meeting on the 8 August to agree the financial statement for the Centre. 3. At a recent meeting of the Neighbourhood Planning Group we discussed whether the PC should have provided Terms of Reference for the Group. The Group has a constitution and there is a monthly report made by the Chair of the Group to the PC. Georgina is going to check with our Link Officer. 4. Minutes taken for additional meetings. <u>Mrs A'Bear commented that it is not necessary to have a further meeting until Aster's plans are clearer.</u> 5. You will have seen the correspondence regarding the Bell Inn. What action, if any do we want to take? <u>(See Planning Matters).</u> 6. I hope everyone has been able to complete the 'Register of Interests application. It is important that we do so. <u>(See 2016/093 above).</u> 7. I would like to see everyone having a 'Parish Council' email address i.e.@seendparishcouncil.co.uk. <u>Councillors discussed, but the majority preferred to leave things as they are.</u> 8. The WI Hall. 9. In July Fiona Johnson (FJ), who is a trustee and Chair of the Seend WI came to see me for a tentative discussion about the Hall. The WI do not have the funds to either refurbish the Hall or demolish it, although they do have some funds. There is not an option that allows the Hall to decay further and indeed represents a potential fire-risk to the other community buildings and to neighbouring households. The Hall is now only used for storing the Lye Field equipment, mainly associated with the fete. The equipment that the Community Centre used to store in the building has now been moved to the new storeroom. FJ asked me what I thought. <p>I explained my views did not represent those of the PC as I did not know what the PC view would be. FJ said that the WI might sell the Hall to the PC for a small amount, subject to checking with the Charity Commissioners. If demolished, the WI would want to retain the allotments but the land on which the current building stands could be used to enlarge the car park. There are a sequence of events that need to take place. These are some of them, there may be others:</p> <p>The PC agree in principle to further investigation of the WI building and site with the WI;</p> <p>WI to find out if it is able to sell the building and the land it stands on, to the PC;</p> <p>WI to find out the cost of refurbishing the building and also of demolishing the building;</p> <p>WI to meet any legal costs from its own budget;</p> <p>The costs of demolition could be met from some of the WI's resources, from a reclamation company and any shortfall could be met by increasing the Parish Precept, assuming the PC can see tangible benefits and has a will to spend public funds in this way;</p> <p>My understanding is that the WI would want a clause in any sale document that would prevent housing being built on the land as the potential risk, from noise and disturbance to the householders from the two halls might lead to a curtailment of the activities of these two places.</p> <p>The costs of making the site available for parking might be part of a Section 106 agreement if we have housing development in the village.</p> <p>Assuming that the WI are able to investigate some of the legal aspects</p>	
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	<p>and costs I would like to bring a proposal to the September meeting for the consideration of the PC and to invite the WI trustees and members to be part of any discussion. I reiterate though that there is not an option to do nothing and the building will only get worse unless it is refurbished or demolished.</p> <p><u>Following discussion, Councillors agreed to invite Joanna Goddard and Fiona Johnson to the next meeting, if they have figures available.</u></p> <p>10. I am very sorry to have to inform you that Anita Heatley has decided to resign as vice-chair of the PC but I am delighted that she will still remain a parish councillor. The consequence of this is that Mark Wood will become vice-chair for the year – should he wish to accept the challenge! <u>Mr Wood indicated his acceptance.</u></p>	
<p>2016/097 Minutes of the previous meeting held on 26th July 2016</p>	<p>Minutes of the previous meeting held on 26th July 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>	
<p>2016/098 Matters arising</p>	<p>Co-option of Parish Councillor – The vacancy caused by the death of Mrs Savage has been advertised on parish notice boards, the website and will appear in next month's Spotlight, applications by 10 October and co-option at the October PC Meeting. The Clerk to ask Democratic Services if there will be a charge for Parish Council elections taking place in May 2017.</p> <p>Seend Cleeve repairs – These had been cancelled for 22/23 August, and re-arranged for 30/31 August, however, no work appears to have been undertaken today. The Clerk to write to Streetworks to register dissatisfaction with the lack of information or progress with this work.</p> <p>Parking in Spout Lane –No follow up yet received from Mark Evans, C & RT.</p> <p>SHLAA site - Persimmon Homes –Still no response from Persimmon Homes. The Clerk to forward contact details to the Chairman.</p> <p>High Street crossing – Mr Rigg proposed that an application be made to CATG to progress this matter, seconded by Mr Murch.</p> <p>Profile – Mrs Heatley has submitted her profile to the Clerk for Spotlight.</p> <p>Tree matters – This matter is now with Katie Lloyd (Natural England Officer), and she is liaising with Highways about the best method to deal with the area. A follow up email had been sent to Katie Lloyd, but no response received yet. The Clerk to follow up again.</p> <p>Queen's birthday Celebrations – Mr Manning confirmed that the tree seat has been ordered, and he was hopeful that no delivery charge would be incurred. No suitable locations were suggested for a tree. Mr Murch to speak with Ric Ellinger concerning installing the seat in the Lye Field, and possibly planting a tree at the Community Centre.</p> <p>Village newsflash email – No response received to notice in Spotlight. The Clerk to place again in Spotlight.</p> <p>Layby at The Stocks/A361 – This matter to be progressed via the CATG/Area Board.</p> <p>Hedge cutting & path clearing – No response yet received from Aldetha Raymond. It was noted that there had been problems with her email. The Clerk to re-send.</p> <p>Sandridge Solar Agreement – Signed agreement now received, and bank details given for payment.</p> <p>Footpaths/stiles – Two stile kits had been delivered on a truck, but no-one available to take delivery. Mr Rigg has spoken with Mr Noad, and they are trying to get the kits re-delivered and they will then be installed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>T. Murch</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>K. Rigg</p>
<p>2016/099 Defibrillator project</p>	<p>Mr Wood reported that there had not been a lot of movement on this. The PC's application with the British Heart Foundation is now subject to approval by South</p>	

	West Ambulance Service, this could take several weeks. Once BHF have approval, they will consider the application. This information to be placed in Spotlight.	Clerk
2016/100 Neighbourhood Plan Update & Housing Needs Survey	Mrs A'Bear reported that there had been a meeting last Thursday. The stakeholder engagement is now complete with 20 replies out of 27. Mrs Akerman and Mrs McCulloch will be sending out the Business Survey shortly. Still awaiting responses from Wiltshire Council to the questions raised about the Housing Needs Survey. Mrs A'Bear is checking with our Link Officer about the need for Terms of Reference. She will be making a report at the forthcoming Area Board meeting. Jenny Raggett of the CPRE had mentioned the possibility of funding of up to £1,000 towards Neighbourhood Plans.	
2016/101 Area Board & CATG	The next Area Board meeting is on 7 th September at Seend Community Centre (see item 2016/094 above). There has not been a CATG meeting.	
2016/102 Highways – Parish Steward tasks / road safety issues	Councillors discussed most essential tasks for the Parish Steward, these included: <ol style="list-style-type: none"> 1. Road patching - Pelch Lane, edges of the road surface breaking away, including by The Barracks. Inmarsh. 2. Weed control, including path from The Bell to The Stocks, The Lye and opposite Seend Park. 3. Tall grass and overgrown hedging cutting back at junctions and around road signs. 4. Potholes and loose/noisy drain covers, including one outside Badbury House, High Street. 5. Berhills Lane, protruding branch in layby; this has been highlighted by an orange carrier bag tied around it. All Councillors to advise Mr Manning of items for the Parish Steward prior to each PC meeting.	Councillors
2016/103 Review of Risk Register	This item held over to next PC meeting	
2016/104 Parish Clerk (i) Job evaluation / salary (ii) Recruitment	Job evaluation now received from SLCC, this grades the post as LC1 18 – 22. The Clerk is currently paid at LC1 SCP 18 (since 2008 without progression). The current Clerk's salary to be considered at the next Precept meeting in November. The Clerk had drawn up a job advertisement and application form. Councillors discussed and agreed that the post be placed in the Devizes Gazette & Herald, on Gumtree, on the PC website and notice boards; on Wiltshire Council website; in the Melksham News; in Spotlight, and the Clerk to ask the Secretary of the Wiltshire branch of SLCC if she will circulate to current Clerks. Advertising on the SLCC website was considered too expensive.	Precept Committee Clerk
2016/105 Planning matters	Application Ref: 16/07039/FUL The Old Nick, Seend Hill Removal of single storey extension of office and garage and build two storey extension on same site Councillors voted unanimously in favour of this application. Application Ref: 16/07425/FUL Broad Lane Farm, Broad Lane Extensions and alterations to new farmhouse to provide additional connections between house and garage. Enclosure to rear of garage. Alterations to joinery to orangery and rear bay. Councillors voted unanimously in favour of this application. Application ref: 16/03383/FUL Equestrian Heights, Berhills Lane Erection of an equestrian manager's dwelling and the permanent retention of the existing log cabin for use by customers – amended plans No plans currently available on the Wiltshire Council website. Councillors agreed to request extension of time for comments to the end of September, to enable full discussion at the next PC meeting. Application Ref: 16/06823/VAR	Clerk

	<p>Willow Cottage, Rusty Lane Farm, Bath Road Removal of Condition 3 on planning application K/56921/F (Conversion and extension of redundant pig styes to create holiday let cottage). This application only received at the Bank Holiday weekend. Councillors agreed to request extension of time for comments to the end of September, to enable full discussion at the next PC meeting.</p> <p>Bell Inn – Following email received from Lloyd Stephens, Operations Director (Tenanted): Wadworths have indicated that they have been unable to recruit a suitable licensee and feel it necessary to look at alternative uses for the Bell to avoid the property remaining unoccupied any longer than necessary. They have instructed agents to investigate and understand they may be making a new planning application in the near future. The Clerk was asked to contact Cllr Seed to enquire about registering the Bell as a village asset.</p>	Clerk												
2016/106 Correspondence	<p>Notification from the Canal & River Trust of their Annual Partnership Meeting on 15th September, details to be passed to Mr Rigg & Mr Manning.</p> <p>Email from Jamie Mundy, Senior Traffic Technician, Wiltshire Highways about parking and waiting restriction reviews. The Clerk to write to residents of Spout Lane and the Caravan Park, to gain their views on possible double yellow lines or waiting restrictions in Spout Lane.</p> <p>The Clerk and the Chairman have had correspondence with a resident about the procedure for electing/co-opting Parish Councillors. Details of the process to be placed on the PC website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>												
2016/107 Financial matters	<p>There were four cheques for signature:</p> <table> <tr> <td>Mrs R E Fisher</td> <td>£355.06</td> <td>Clerk's salary August</td> </tr> <tr> <td>HMRC</td> <td>£7.60</td> <td>PAYE</td> </tr> <tr> <td>CPRE</td> <td>£36.00</td> <td>Annual subscription</td> </tr> <tr> <td>Seend Lye Recreation Field</td> <td>£200.00</td> <td>Pavilion hire June 15 – August 16</td> </tr> </table> <p>Acceptance proposed by Mr Rigg seconded by Mrs A'Bear, agreed unanimously.</p> <p>A bank reconciliation to the end of July had been circulated to all Councillors; this showed that there is £17,473.26 in the Parish Council's accounts.</p> <p>There is currently £7,500 invested in Bath Building Society in a Business Direct 30 account, plus £53.08 interest. On 21 September, the interest rate will reduce from 1.05% to 0.7%. The Clerk had investigated other possible accounts and suggested Shawbrook Bank 100 Day notice account at 1.25% or 1 year Fixed Rate Bond at 1.5%. Councillors discussed and voted 5 in favour 2 against keeping the deposit with Bath Building Society.</p>	Mrs R E Fisher	£355.06	Clerk's salary August	HMRC	£7.60	PAYE	CPRE	£36.00	Annual subscription	Seend Lye Recreation Field	£200.00	Pavilion hire June 15 – August 16	
Mrs R E Fisher	£355.06	Clerk's salary August												
HMRC	£7.60	PAYE												
CPRE	£36.00	Annual subscription												
Seend Lye Recreation Field	£200.00	Pavilion hire June 15 – August 16												
2016/108 Items for note	<p>Councillors expressed their disappointment at the decision of Wiltshire Council to grant planning permission to the Wych Elm application, and wondered whether the comments and concerns of the Parish Council are considered.</p> <p>Mrs Heatley advised that Mrs Savage's ashes are to be interred at St Peter's Church, Devizes on Sunday 25th September at 11.30 a.m.</p> <p>Mr Rigg proposed that the Parish Council write to Steve Vaux, to thank him for running the Seend Fete, which came close to not taking place this year.</p> <p>The Traffic Group will be coming along to the September PC meeting to make a presentation.</p>	Clerk												
2016/085 Date of next meeting Date of Precept meeting	<p>Tuesday 27th September 2016</p> <p>Tuesday 1st November 2016, Kennet Room</p> <p>Mr Murch and Mrs Heatley to set up the room at 7 pm for the September PC meeting.</p> <p>There being no other business, the Chairman closed the meeting at 10.30 p.m.</p>													

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CHAIRMAN

Date: 27th September 2016