SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 31st January 2017 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs T Carr, Mr T James, Mr P Manning, Mr K Rigg and Mr M Wood (in the Chair.

Also present: Mrs S Bond, Cllr J Seed and Mr J Goman.

Agenda Item		Action
2017/164 Apologies for Absence	Mrs A Heatley, Mr T Murch and Mr M Wiltshire	
2017/165 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 Rigg declared an interest in the Planning Application 16//12322/FUL. (iii) There were no requests for dispensation. Mr N Vaux sent a letter of resignation to the Parish Council. The Clerk to inform Wiltshire Council. A brief discussion was had about whether to co-opt to fill the vacancy now or wait for the elections due in May. To be discussed again and agreed upon at the February meeting.	Clerk
2017/166 Police and Local Councillor's Matters	It was reported that PC Mark Hough is retiring at the end of February. He was unable to come to the meeting. His successor is Alex Trombetta, the first civilian to take on the role of community coordinator. Crimes reported in our area: <u>Crime; Vehicle Offences 18/01/2017</u> – An unknown male was seen trying car door handles in School Road. The male was disturbed by noticing CCTV cameras and left. <u>Crime; Theft 21/01/2017</u> - Following an RTC known suspect has pushed the victim and has taken a notepad containing personal details and run off. <u>Crime; Theft 28/01/2017</u> – Unknown suspect has stolen victim's unattended mobile phone Councillor Seed reported that Wiltshire County Council had published its budget. There would be a 5% rise in council tax. This is made up of the standard 2% rise, plus 2% social care levy and an extra 1% social care levy. The balanced budget will be published on 21st February and presented to the County Council. Wiltshire Council had a £10million deficit in the budget but this has now been resolved. Councillor Seed reported that the problem of cattle straying onto Bollands Hill from a neighbouring field has been logged with the Animal Health department of Wiltshire CC. Jenny Wright, at Animal Health, is the contact to deal with any future infringements. The tenant was reminded of his obligations to ensure that the field in question is fully stock proof before putting cows in it in the Spring. The next Area Board meeting is on 8th February, with a budget committee meeting on 7th March. This meeting is for the finance committee only. In responding to Broughton Gifford Parish Council's letter regarding the precepts of smaller councils not being able to afford the one third contribution for highway projects, Councillor Seed said that parish councils can always increase their Precept budgets to enable them to finance any projects. If councils are prepared to chip in, then grant applications have a much better chance of success. Councillor Seed was asked if there was any way the village could get the 30mph speed restriction in Seend Cleeve extended to include New Buildings. He advised that this would be a matter for CATG, but that the first step was to apply for a metro count. The clerk to follow this up. <u>Bell Pub, Seend.</u> Councillors expressed their concern as to what was happening with The Bell Pub, as there were several rumours circulating. It was agreed that the parish council would write to Wadworth & Co stating that the Bell was a valuable village asset and that the council is gravely concerned that this valuable site should be lost to the village.	Clerk Clerk

	Councillor Seed said he would contact Lloyd Stephens, Wadworth's operations director to pass on the parish council's concerns and to find out what is happening with the pub.	Mr J Seed
2017/167 Items for discussion from members of the Parish	No correspondence from members of the parish received in time for the meeting.	
2017/168 Chairman's comments	The Chairman's comments were read by the Vice Chairman in his absence and have been minuted where there are relevant agenda headings.	
2017/169 Minutes of the previous meeting held on 29th November	The minutes of the previous meeting on 29th November 2016 had been circulated to all councillors and were taken as read. Acceptance of the minutes was proposed by Mr Manning and seconded by Mrs Akerman. All approved.	
2017/170 Matters arising	<u>Cattle Straying</u> Following Councillor Seed's report on the subject of cattle straying onto Bollands Hill, a councillor asked if the Clerk could write to the Animal Health department to seek advice on what the council should do if the problem arises again in the Spring when the cattle are returned to the field. The clerk to also ask what legislation applies to stray cattle. <u>Pot Holes</u> It was noted that whilst some patching had taken place in Rusty Lane it is not clear why this has not been completed. A Wiltshire Council team and lorry was seen doing the work, presumably from the Rights of Way team. The Vice Chairman to follow this up with Councillor Seed. <u>Asset Register</u> – the clerk reported that, whilst not finished, this was now in a new format with photographs and a note on the state of repair. This would be completed by the next meeting ready to be put on the website. <u>Salt Bags and Salt Spreader</u> – Mr Manning reported that he had collected salt from the Mere Depot, but not as many bags as had hoped. These are now stored at Egypt Farm. It was reported that the Salt spreader was currently broken. The clerk was asked to investigate if it was still under warranty and could be repaired.	Clerk Mr Wood Mr J Seed Clerk Clerk Mr. Wiltshire
2017/171 Neighbourhood Plan Update & Housing Needs Survey	Mrs A'Bear reported that the recent NPG meetings had been well attended by members. A volunteer had come forward to become the new minute secretary and would attend the next meeting. It was reported that thanks to Mrs Akerman, after liaison with the Link officer at County Hall, a Housing Report had been produced as a working document. This will be circulated to the parish council for reference. There was a 17% response to the business survey and a report was being produced. The NPG were now working on a "vision and objective" statement and a site assessment methodology.	
2017/172 **Church Crossing**	Councillor Seed reported that the application for a church crossing in Seend High Street is now on the top five priority list for CATG grants, which means that some funding will be made available. The ball park estimate for installing it is £5,000 but a more accurate estimate will now be given, which has the potential to be lower. Seend Parish council will have to pay one third of the costs with CATG and Area Board paying the other two thirds. Following a site inspection by Wiltshire County Council, it was recommended that the crossing be placed further east by approximately 20 metres to ensure better visibility.	
2017/173 **Area Board and CATG**	Mrs Carr attended the CATG meeting on Thursday 19th January. The invoices for work carried out would be sent out before the end of the financial year. This includes an invoice for Seend parish council for the VAS. The next CATG meeting would not be until 11th May.	

2017/174 **Aster Homes**	The Vice Chairman presented a petition that he had been given by residents of the Lye. The petition had been signed by over 70 residents. The petition is against the proposal by Aster Housing Group to develop the land behind the Lye as residential housing. The Vice Chairman proposed that the petition should be passed to the Neighbourhood Planning Group for inclusion in their work. A copy to be kept on file by the parish council. The clerk was asked to write to the resident who had submitted the petition, thanking them and explaining how important it was that all signatories of the petition should make their views known at the community consultation events currently being planned by the Neighbourhood Plan Steering Group. These will be well advertised in due course.	Clerk
2017/175 **Highway Issues**	<u>Bell Hill - Wessex Water -</u> It was reported that the water leak on Bell Hill had finally been fixed by Wessex Water. They had initially not accepted responsibility for the running water, but following an unfortunate accident in which a car skidded into a ditch because of ice, pressure was put on Wessex Water by Councillor Seed and Wiltshire CC Highways, to get the matter investigated. A faulty pipe was found to be the cause of the running water, and was quickly fixed. The Chairman, in his comments, suggested that the council write an open letter to all parishioners asking them to contact the Clerk if there are any Highways or Rights of Way issues or problems at an early stage. However, if they choose to contact Wiltshire Council through *MyWiltshire* we should ask them to also inform the Clerk. The Clerk was asked to draft the letter to be published in the next issue of Spotlight. <u>Parking by canal</u> – The Chairman's comments stated that the parish council need to pursue the Kennet and Avon Canal Trust about the car parking problems at the Barge, on Bollands Hill and in Spout lane. Photographs of the damage to the verge caused by cars parking near the Barge had been sent by a resident to highlight the problem. Councillors expressed their frustration that this was not an easily solvable problem. Mrs Akerman suggested that the parish council impress upon the C&RT the need to ensure that boats with a touring licence did not outstay their mooring time limit, which might in some way reduce the parking problem. At a site visit last year with Mark Evans, C&RT Devizes, suggestions had been made: • For the C&RT to ask Wadworth & Co to retain the hard-standing in the field which had been used when the bridge had been rebuilt. • For the road way to the pumping station behind the hedge to be widened for car parking, • A wooden fence to be erected on the verge by the bridge to prevent parking. The clerk said that a letter had been sent to the C&RT head office in Cheltenham on 9th November, but that no response had been received. The clerk was asked to find out who was the best person at the C&RT to write to again, and to include photographs of the problems. <u>Berhills Lane</u> – It was reported to Wiltshire CC Highways that a road sign had been moved by builders from the corner of Berhills Lane further into the lane. Highways had visited the site and asked the builders to return the sign to its rightful place once they had completed their building work. The builders had also been asked to not park their vans at the end of the road obscuring views for cars exiting the junction. Councillors felt that Highways should have taken a stronger stance and insisted the sign be put back immediately. The Clerk was asked to write to the Highways department, copying it to Councillor Seed. <u>Spout Lane</u> The clerk reported that the spring water running down Spout Lane had been reported on MyWiltshire and that the following response had been received.	Clerk Clerk Clerk

	"Spout Lane inspected on 30th December 2016 at 14.50 hours and no water was crossing the lane at that time. The usual spring activity was in evidence, just above Beams End Farm, though the minor overflow was travelling along the verge line to be captured by the first gully below it. Some of the gully gratings towards the canal bridge have a covering of dried leaves and these are due to be cleared by the Parish Steward on his next visit to the Parish."	Mr Manning
2017/176 Phone Box in the Lye	It was reported that the PC's application to adopt the kiosk had been sent to BT in December. It was hoped that now the consultation period was over, the council would get a favourable response from BT. The clerk reported that she had had a couple of positive responses from residents in the Lye. The clerk had also had an email from a school governor who expressed an interest in adopting the phone box and for it to be placed in the school grounds. Whilst a nice idea, councillors felt that the reason for adopting the phone box was for it to be preserved in its heritage site. The clerk was asked to respond to the school governor, stating that the council would prefer for the phone box to be retained in its heritage site. Regarding the phone box at Sells Green, the clerk reported that this had already been adopted by the Community Heartbeat Trust. They had been adopting a number of kiosks in the hope that parish councils would buy and install Defibrillator units in them. The clerk was asked to respond to the Community Heartbeat Trust saying that Seend Parish Council had only just bought and installed a Defibrillator unit at the Community Centre, but that it may consider installing additional units in the future.	Clerk Clerk
2017/177 **Defibrillator**	The Vice Chairman reported that this was now installed and that he had been undertaking the weekly WebNos checks. Wiltshire Ambulance service had been notified of its location. A trial CPR training session had taken place. An advert would be appearing in the February issue of Spotlight asking for anyone interested in attending a training session to get in touch with Mr. Wood. It was suggested that now the Defibrillator had been installed that some publicity should be sought, particularly as it had been paid for by a grant from the BHF and money from Goldbeck Solar Ltd. To be further discussed.	Mr. Wood
2017/178 **Parish Steward Tasks**	Mr Manning reported that he had still not met the Parish Steward for Seend. The method of contacting him was not very easy. As Mr Manning was having problems with his computer, he was asked to draw up the priority list of tasks and present them to the clerk in hard copy. These would then be forwarded by the Clerk to Andy Cadwallader, Highways Engineer for Wiltshire CC. Tasks to go on the list should be: • Moss in Cooks Close. • Clear vegetation from speed restriction signs. • Clearing gullies in Spout Lane. • Clearing the overgrown path from the Stocks to Seend.	Mr. Manning Clerk
2017/179 **Tree Matters**	The Chairman in his comments stated that the work that has taken place on the land adjacent to the Parish Council's allotments has tidied up the site such that the trees/shrubs that had been felled have now been removed. He recommended that the file be closed as no further work needed to take place. After a brief discussion, it was agreed that the matter now been closed.	
2017/180 **Planning Matters**	<u>Application Ref: 16/12322/FUL</u> Site Location: 29 Row Lane, Seend Cleeve Proposal: Alterations to outbuilding Councillor Rigg left the room whilst this planning application was discussed. Councillors approved unanimously, but with the usual conditions that the outbuilding should not be converted into a single dwelling. <u>Application Ref: 17/00668/TCA</u> Site Location: Church Lane Corner, High Street, Seend Proposal:- Horse Chestnut - Cut back branches by 1.5 to 2 metres up to a Height of 30 feet.	

	There was some discussion as to whether the trees were within the boundary of Church Lane Corner or Seend House. The clerk reported that she had asked the agent to check this. Councillors recommended that the planning application be approved but with the condition that the ownership issue was cleared up, and if not in the boundary of Church Lane House, that permission be sought from Seend House.	
2017/181 **Correspondence**	The clerk reported that she had received email correspondence on the following Issues: Spring Clean - the weekend of 3rd-5th March had been set for the annual spring clean organised by Wiltshire County Council Community First. Despite little take up for last year's "Clean for the Queen" in Seend, councillors felt that this event should be publicised through Spotlight, and encouragement be given to residents to take part on an informal basis. Best Kept Village Competition – this was being organised again by CPRE. A note to be put in Spotlight linked to the Spring Clean weekend. Community Land Trust are organising Planning workshops which are open to members of the public. Seend Trust – It was noted that three of the trustees of the Seend Fund nominated by the Parish Council have come to the end of their term of office. They are all happy to continue as trustees. Support for the continuation of the named trustees was proposed by Mr James and Seconded by Mrs A'Bear. All in favour. The clerk was asked to contact the trustees to ask if they could give a short report on what kind of support they were giving. Mr Goman submitted an email to the parish clerk on the afternoon before the meeting. The clerk did not have time to forward to all councillors in time for it to be discussed at the meeting. Apologies were given to Mr Goman and that it would be circulated and discussed at the next meeting.	All councillors Clerk Clerk Clerk
2017/182 Financial matters	Retiring Clerk - The Chairman in his report, expressed regret that this issue had not been raised at the December meeting, following the recommendation from the Precept Committee to make an ex-gratia payment to Rosemary Fisher to reflect a cost of living increase over a number of years. Mr James particularly wanted it to be minuted that he was extremely upset that the matter had not been resolved at a much earlier date. Council voted to approve the ex-gratia payment. Proposed by Mr Wood and Seconded by Mr James. Passed unanimously. The clerk was asked to write to the Mrs Fisher to express the council's appreciation and thanks for all that she had done for Seend Parish Council and for the village during her time as Clerk. Transparency Fund The clerk reported that there was a Transparency Fund to help smaller councils buy computer equipment and help with setting up a website if they did not already have them. The aim of the grant is to enable smaller parish council's adhere to the new Transparency Code. The clerk said that her laptop was currently faulty and that if it could not be fixed it would be useful if the council would support an application for a grant from the Transparency Fund to buy a new laptop. Proposed by Councillor Wood and Seconded by Councillor Carr. All agreed. Cheques for Signature British Telecom PLC £1 Adoption of phone box in The Lye Mr D Wright £100 Installation of Defibrillator Wessex Water £ 22.59 Water rate for Allotments Mr S Vaux £217.66 Website and Domain name fee for NPG	Clerk

	Mrs S Bond £290.26 January Salary HMRC £ 72.40 PAYE Tax Mrs R Fisher £171.84 Oct-Dec Expenses Mrs S Bond £111.40 Nov-Dec Expenses Seend Community Centre £ 55.00 Room Hire Mrs R Fisher £500 Final Payment Acceptance of the cheques was proposed by Mr Wood and seconded by Mr James. Approved unanimously. Bank Reconciliation for November 2017 = £18,438.03 Bank Reconciliation for December 2017 = £17,612.15	
2017/183 **Items for note**	All councillors to review the Code of Conduct before the next meeting. Clerk to email a copy to all councillors. All councillors to review the Transparency Code in time for discussion at the February meeting. Clerk to email to all councillors. New councillor pack to be given to Mrs Akerman. Meeting room set up for February meeting – Mr James and Mr Rigg With the resignation of Mr N Vaux, a new footpaths officer would need to be appointed at the next meeting. The Parish Council elections are set for 4th May 2017.	**Clerk/All councillors** **All councillors** **Clerk** **Mr James & Mr Rigg**
2017/184 Date of next meeting	**Tuesday 28th February 2017** There being no other business, the Vice-Chairman closed the meeting at 10.15pm	

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CHAIRMAN
Date: 28th February 2017