

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 27th October 2020. This was undertaken using ZOOM with all Parish Councillors attending remotely.

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

Also Present: Sue Bond (Clerk), Councillor Jonathon Seed, Steve Wilson (Major Highway Projects Engineer for Wiltshire Council), Karen Jones (Wiltshire Council Highways) and 20 parishioners from Seend and neighbouring parishes.

Agenda Item		Action
2020/144 Presentation by Steve Wilson (Major Highways Project Engineer for Wiltshire Council) on Melksham Bypass	<p>The Chairman welcomed Mr Steve Wilson to the meeting.</p> <p>Mr Steve Wilson gave an informative presentation on the proposed Melksham bypass and the stages that it will have to go through before a route is agreed and built. He said that this would be a long process. At the end of the presentation he answered a number of questions that had been sent to him.</p> <p>The public consultation is about to be launched at the Melksham Area Board meeting on 4th November at 7pm. There will be a dedicated website for it where people will be able to download an information pack on each of the potential routes. There is an opportunity for people to submit their views, either by completing an on-line questionnaire, or by email or written letter.</p> <p><i>Clerk note: A transcript of his presentation has been typed up and has been put on the Parish Council website, alongside the slides that were presented. Unfortunately, due to technical difficulties it was not possible to upload the recorded version of the presentation.</i></p>	Clerk
2020/145 Apologies	John Padfield	
2020/146 Declaration of Lobbying	<div><div><div>(i)</div><div>Declaration of changes to the Register of Interests</div></div><div><div>(ii)</div><div>Declaration of interest in items on the Agenda</div></div><div><div>(iii)</div><div>Requests for Dispensation</div></div></div> <div><div>(i)</div><div>There were no declarations of changes to the Register of Interests,</div></div> <div><div>(ii)</div><div>Mr Lack declared an interest in planning application 20/08250/FUL</div></div> <div><div>(iii)</div><div>There were no requests for dispensations.</div></div>	
2020/147 Melksham Bypass	<p>Following the presentation by Mr Steve Wilson, the Councillors briefly discussed how they should prepare their comment. I</p> <p>It was agreed that there should be a separate PC meeting to be held on 18th November at 7pm. This would be a virtual meeting and members of the Parish would be able to listen in and give their comments. Discussing with parishioners will help the Parish Council formulate its own response.</p> <p>The Clerk said she would set up a dedicated page on the PC website that would give parishioners the links to any documentation on the bypass prepared by Wiltshire Council and details of the Melksham Area Board meeting on 4th November at which the bypass consultation is being formally launched.</p>	Clerk
2020/148 Local Councillor Matters	Comments mentioned under various agenda items	
2020/149 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 29th September had been circulated to all Councillors.</p> <p><u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs A’Bear and seconded by Mr Lack.</p>	

<p>2020/150 Matters Arising Not Already on the Agenda</p>	<p>1. <u>Milestone</u> – the Clerk reported that this would now be repainted next Spring. The Parish Steward is willing to undertake the work. She had not managed to speak to him about the milestone at the top of Bollands Hill.</p> <p>2. <u>Pothole at top of Bollands Hill</u> – The clerk had sent Mr Nicholls a photo of what she thought was the pothole that Mr Nicholls had complained about at last month's meeting. He confirmed that it was, so she will report it through MyWiltshire.</p> <p>3. <u>Noticeboard – Rew Farm</u>. The Clerk reported that she had researched some rubber all-weather backing for noticeboards, but was very expensive. The Chairman and Clerk will continue to discuss further.</p> <p>4. <u>White Lining on drive next to Post Office</u>. The chairman reported that he had met with the Senior Traffic Engineer and one of the residents to discuss the issue of cars parking across the driveway. It was agreed to paint the access protection markings across the driveway. This job would be done at the same time as the white lining on Bell Hill and should be done before Christmas.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman/Clerk</p>
<p>2020/151 Police Matters</p>	<p>1. Mrs Heatley reported that no accidents or criminal activity had been reported. She asked Councillor Seed if Wiltshire Police have changed the way they record these things or just aren't doing it to the level they used to. She had emailed our PCSO Janet Gould for an update, but no information had been sent yet. Councillor Seed suspected that this was the case, but agreed that this lack of information being passed to communities was not good.</p> <p>2. Mrs Heatley reported that the Wiltshire Rural Crime Team, with support from The Angling Trust and The Wiltshire Bobby Van Trust, have been able to provide police drone signs to land owners and river keepers who allow police drone flights to take place on their land. It is hoped that the signs will act as a deterrent for criminal activity to take place, as well as allow trained pilots to access a range of terrains in which to practice. If any landowner wishes to put a sign on their land, please email PC Emily Thomas on emily.thomas@wiltshire.pnn.police.uk stating your name, address and contact number and the Wiltshire Rural Crime Team will post them to you. You will also need to complete an indemnity form.</p>	
<p>2020/152 Neighbourhood Plan</p>	<p>Mrs A'Bear reported that Wiltshire Council were working at a pace and have launched Regulation 16 Consultation for Seend's Neighbourhood Plan. This has been advertised around the parish on noticeboards and on Seend Parish Plan website and the Parish Council website. This is an 8 week consultation (2 weeks longer than usual because of Covid19). The deadline for comments is 30th November.</p>	
<p>2020/153 Highways</p>	<p>1. The Clerk read out an email from Mr Mark Stansby, Senior Traffic Engineer for Wiltshire Council had emailed the Parish Council.</p> <p>1.1 <i>"At our last CATG meeting we discussed Wiltshire Highway's response effort to Covid-19 (Agenda Item 7c) where we have considered pop-up cycle lanes and creating wider footway areas to aid social distancing. We assessed a total of 28 sites within the Melksham Community Area with 7 of those nominated for further consideration. However, following the latest guidance released by the Department for Transport (DfT) about these schemes, only 2 of these were selected for bids to be submitted to DfT for funding. Our Cabinet Member has asked that the CATGs consider schemes not taken forward, with a view to implementing these as local priority schemes through the normal CATG funding stream. There is 1 site considered achievable, or meriting further consideration, within your Parish: A361 The Stocks to Bell Crossroads – footway improvements to upgrade to shared use (for cycles and pedestrians). The CATG requests that the Parish Council considers this and to report back at the next CATG meeting, scheduled for 3rd December."</i></p> <p>1.2 In response to this email, the Clerk had asked Mr Stansby of the likely cost to the parish, and what proportion we would have to pay. Mr Stansby confirmed that it would be the usual third, and that such improvements were likely to run into tens of the thousands of pounds.</p> <p>1.3 The Councillors felt that the likely costs would outweigh the benefits. However, before dismissing the idea completely, it would be good if more</p>	

	<p>details of likely cost could be given so that we can show parishioners what it would cost and why we cannot afford to do it. This will help us to show that we have given it our proper consideration.</p> <p>1.4 The Clerk said that this path was used by parishioners from the outer reaches of the parish to get to the village amenities on foot. The Parish Steward had carried out some improvement work with a machine called a mosquito last year and sprayed the weeds. The verge is cut by Wiltshire Council periodically as part of the highway verge maintenance. When this is done it makes a great difference.</p> <p>1.5 The Councillors agreed that it would be good if it could be more regularly maintained. The Clerk was asked to contact Highways to find out if it would be allowed for the Parish Council to arrange its own verge cutting to cut inbetween the Council's programme.</p>	<p>Clerk</p> <p>Clerk</p>
2020/154 Planning Applications	<p><u>1. Planning application updates</u></p> <p>1.1 <u>20/04042/PNCOU Agricultural Barn, Curnick's Lane, Sells Green</u> It was noted that the applicant had lodged an appeal against Wiltshire Council's decision to refuse this application. Appeal Ref: APP/Y3940/W/20/3259321. Councillors agreed that there was no need to submit any further comments.</p> <p><u>2. Planning White Paper – Consultation</u> The Councillors had been circulated with a copy of this consultation document which was proposing changes to the planning system. Mrs Heatley and Mrs A'Bear had prepared some comments which were read out to the Councillors. Councillors were happy for these to be put forward in a formal response.</p> <p>2.1 <u>Resolution</u>: The Chairman proposed that the Parish Council should submit a formal response to the planning consultation paper based on the comments prepared by Mrs Heatley and Mrs A'Bear. This was seconded by Mrs Vince. All Councillors voted in favour.</p> <p>2.2 Mrs A'Bear and the Clerk to prepare and submit the formal response by the deadline of 29th October.</p> <p><u>3. Application Number: 20/08250/FUL</u> Site Location: Seend House High Street Seend Melksham SN12 6NR Proposal: Erect a greenhouse in a walled garden (retrospective).</p> <p>3.1 Mrs Heatley said that whilst she had no problems with this application being approved, she felt that being in a Conservation Area, the applicant should have known that planning permission should have been sought prior to building the greenhouse, and that this should be pointed out in the Parish Council's response.</p> <p>3.2 <u>Resolution</u>: Mrs Heatley proposed that this application be approved with the above point mentioned. Mr Nicholls seconded the proposal. Mr Lack declared an interest and did not vote, but all other Councillors voted in favour.</p> <p><u>4. Application Number: 20/08597/FUL</u> Site Location: No 11, Bath Road (A365) Martinslade, Seend SN12 6RT Proposal: Garage extension.</p> <p>4.1 <u>Resolution</u>: Mrs Heatley proposed that this application should be approved but with the condition that the garage, which is quite a large structure, should remain ancillary to the house. Mrs Vince seconded this proposal.</p> <p><u>5. Application Number: 20/08817/TCA</u> Site Location: 5 Dial Close, Seend SN12 6NP Proposal: Felling of Leyland Cypress tree</p> <p>5.1 <u>Resolution</u>: The Chairman proposed that this application be approved. Mr Lack seconded, and all Councillors voted in favour.</p>	<p>Mrs A'Bear & Clerk</p>
2020/155 Rusty Lane	<p>1.1 The Chairman reported that he and Mrs A'Bear had met with Ric Ellinger (Lye Field Trustee) and Sir Matthew Thorpe, to discuss a proposal that gives permission for Mr Macdonald to use Rusty Lane to access his</p>	

	<p>fields behind the Lye Field. This is to help the Lye Field Trustees in their fight against Mr Macdonald's claim that he has a right to vehicular access across the Lye Field.</p> <p>1.2 Because, it has been found in the archive minutes that Rusty Lane (from the High Street to Bradley Lane) was given to the Parish Council in 1928 by Col Bell, the Lye Trustees, advised by Sir Matthew Thorpe, that it should be formally recorded that the Parish Council are happy for the Lye Trustees to make such an offer to Mr Macdonald.</p> <p>1.3 <u>Resolution</u>: Mrs Heatley proposed that the Parish Council gives its permission to the Lye Field Trustees to offer Mr Macdonald vehicular access to his field via Rusty Lane. Seconded by the Chairman. All Councillors voted in favour.</p>							
2020/156	Mrs Vince left the meeting at 8.45pm							
2020/157 Flood Plan	<p>1.1 The Clerk reported that she has now prepared a Flood Action Plan with the help of the Councillors who had agreed to be part of a sub-committee. This draft plan had been circulated to the Councillors in advance of the meeting.</p> <p>1.2 <u>Resolution</u>: Mrs Heatley proposed that this Flood Action Plan be adopted. Seconded by Mr Lack. All Councillors voted in favour.</p> <p>2. <u>Drain in Inmarsh Lane</u> – whilst on the subject, the Clerk reported that she had been contacted by the owners of Broomhayes Farm, Inmarsh Lane. There is a section of ditch by their property which is piped. Either side of the piped section is a deep ditch that works very well in times of heavy rainfall, whereas the pipe regularly gets blocked. They have requested that instead of the pipe, the ditch is dug out. It would then be easier to maintain. This Clerk said that she had sent this request to Wiltshire Highways, but had not yet had a response. To chase.</p>	Clerk						
2020/158 Tree Matters and pavement clearance	<p>1. <u>Trees in Dial Close</u>: The Clerk had hoped to table two quotes that she had requested from local tree surgeons for work on the copse of trees in Dial Close. Despite chasing before the meeting, they had not been sent. She hopes to have the quotes before the next meeting.</p> <p>2. <u>Pavement by School</u>: The Clerk reported that the pavement at the back of the school in Dial Close had now been cleared by the Parish Steward. Having looked at the amount of work needed here, she had thought that it might be too big a job for the Parish Steward and that the PC might have to get a contractor in. She was pleased to report that the Parish Steward has done a very good job of clearing the pavement, along with a number of other tasks on his list. She also said that she had reported a wasp nest by the school gate to Wiltshire Council and that this had now been dealt with.</p>							
2020/159 Correspondence	<p>1. <u>Letter from Mrs Sarah Rose Troughton, HM Lord-Lieutenant of Wiltshire. During the past few months of the COVID19 pandemic, the imaginative ideas, collaboration and generosity shown by many groups and individuals, voluntary and otherwise, across Wiltshire and Swindon has been inspirational and uplifting. As Her Majesty The Queen's representative, I would like to thank you, your friends and colleagues for the wonderful and important contribution you have made to the community at large. May I ask you kindly share this message with those you have worked with and after this extraordinary and challenging period let us hope for brighter times ahead.</u></p> <p>The Clerk said that she had also put this letter in the November issue of Spotlight.</p> <p>2. <u>Keevil Parish Council</u> – Collaboration request on maintenance of rights of way that cross parish boundaries.</p> <p>As Mrs Vince, our Footpath representative had left the meeting early, it would be best for this correspondence to be discussed at our next meeting.</p>							
2020/160 Financial Matters	<p><u>Financial Matters</u>:</p> <p>1. <u>Cheques for Signatures</u></p> <table border="0"> <tr> <td>Seend Parochial Church Council</td> <td>£200</td> <td>Donation - Church Restoration</td> </tr> <tr> <td>Seend Parochial Church Council</td> <td>£300</td> <td>Donation – Churchyard</td> </tr> </table>	Seend Parochial Church Council	£200	Donation - Church Restoration	Seend Parochial Church Council	£300	Donation – Churchyard	
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	<p>Seend Parochial Church Council £375 Donation – Spotlight</p> <p>Seend Community Bus £400 Donation - Community Bus</p> <p>Seend Link £350 Donation – Seend Link</p> <p>Age UK £50 Donation</p> <p>BRAG £50 Donation – picnic area</p> <p>Citizens Advice Bureau £50 Donation</p> <p>Mrs S Bond £619.21 Clerk October Salary</p> <p>Royal British Legion £20 Wreath Remembrance Sunday</p> <p>Mr John Tilley £120 Verge cutting at Horseponds (annual payment)</p> <p>PKF Littlejohn LLP £240 External Audit</p> <p>Camelot Media Ltd £12 NP Website updates</p> <p>1.1 <u>Resolution</u>: Mrs Heatley proposed acceptance of the cheques. Seconded by Mr Lack. All Councillors voted in favour.</p> <p>2. <u>Bank Reconciliation</u> to end of August 2020 - £33,496.22 (this includes the 2nd payment of the Precept at the end of September)</p> <p>3. <u>External Audit Report and Conclusion of Audit</u>. The Clerk read out the external auditors, PKF Littlejohn's report: "On the basis of our review of sections 1 and 2 of the AGAR, in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met."</p> <p>She said that this concludes the audit of our governance and accounting procedures for 2019-20 and that she will put up the Conclusion of Audit notice on the website and noticeboards.</p>	
2020/ 161 Items for Note	<p>1. Mrs Heatley reported that all Dial Close lights have been changed to LEDs and in Rusty Lane. Mr Wiltshire said that the street lamp at the top of Spout Lane was still not working. This had been reported by the Clerk</p> <p>2. Remembrance Sunday service on 8 Nov, will be held outside the church around the war memorial, starting at 10.45. Wreaths will be laid. The Chairman, Terry James, will lay a wreath for PC. There will be a 2 minutes silence and names of the fallen will be read out but the service will be much slimmed down.</p> <p>3. Mr Lack asked if it would be possible to have the same high friction service that has been put on the church crossing, on the crossing point by Seend Park. There are dropped kerbs here, but no other warning for drivers that this is a crossing point. It is quite a dangerous place to cross that relies on listening as it is not possible to see cars driving round the bend. The Clerk said the Parish Council can submit a Highway Improvement Request form to the next CATG meeting.</p>	
2020/162 Date of next meeting	<p>The Chairman thanked everyone for coming and closed the meeting at 9.10pm.</p> <p>The date of the next meeting is 24th November 2020</p>	

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Terry James, Chairman

Date: 24th November 2020