

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 30th March 2021. 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 B Nicholls, Mr J Padfield, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also Present: Sue Bond (Clerk), Councillor Jonathon Seed, George Clarke (Chairman, Seend CL&AT) and Margaret Green (Devizes).

Agenda Item		Action
2021/33 Apologies	Mr Paul Manning	
2021/34 Declaration of Lobbying	<p>(i) Mr Williams declared a change in his Register of Interests. He is now on the Board of Directors for the Seend CL&AT.</p> <p>(ii) Mr Williams and the Chairman declared an interest in the agenda item on the CLT and Park Farm.</p> <p>(iii) There were no requests for dispensations.</p>	
2021/35 Local Councillor Matters	<p>1. Councillor Seed said that Wiltshire Council had begun a period of purdah now that the unitary and parish elections had been formally announced.</p> <p>2. Mrs Heatley asked Councillor Seed what would happen to the £5,000 granted by the Melksham Area Board to Avon Needs Trees now that the land purchase in Seend was not going ahead. Councillor Seed said that the Melksham Area Board had agreed that if Avon Needs Trees found an alternative site within Wiltshire then they can keep the grant. If they can't then the monies will have to be returned.</p> <p>3. Mrs Heatley asked that now we are moving to the Devizes Area Board, will our policing and planning be moved as well. Councillor Seed said that the policing will remain the same but when there is a new Crime Commissioner elected there is likely to be a review of how policing is delivered. Planning will stay with the Eastern Area.</p> <p>4. Bell Hill Crossroads crash barriers – this is minuted under Highways.</p>	
2021/36 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 23rd February had been circulated to all Councillors.</p> <p><u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs Vince and seconded by Mrs A'Bear. All Councillors voted in favour.</p>	
2021/37 Matters Arising Not Already on the Agenda	<p>1. <u>Cross parish boundary PRow</u> – Mrs Vince said that she had still not heard back from Keevil Parish Council.</p> <p>2. <u>Tree Replacement in The Lye</u> – Mrs Vince confirmed that two trees have now been planted in The Lye to replace the felled walnut tree.</p> <p>3. <u>Gate at Manor Field</u> – Mr Lack reported the new replacement wooden gate has been fixed at the kissing gate in the field behind Seend Manor.</p> <p>4. <u>Local Plan Review Consultation</u> – the Clerk reported that she had submitted the PC's agreed response to this consultation.</p>	
2021/38 CLT and Park Farm Planning Application	<p>1.1 Mr George Clarke, Chairman of the Seend CL&AT had been invited to update the Parish Council on the progress of the Park Farm planning application, particularly on the progress of the S106 agreement and a new Landscape Plan, dated 19th February, that had recently been uploaded onto the planning portal which suggested that there were changes to the revised June 2020 plan that had not been explained to the membership or parishioners.</p> <p>1.2 Mr Clarke was asked to explain these changes and to answer any</p>	

questions from the Councillors.

1.3 Mr Clarke said that the revisions made in June 2020 to the original March 2020 planning application were as a result of recommendations made by Wessex Water. Concerns were raised that the main sewer goes down the road and goes below the level of the sewage treatment plant and that there is a pump that pumps the water up into the sewage treatment plant and when the pump fails then the sewage has been known to come up under a manhole cover and runs down the road. There is a concern that it would flow into the development and possibly flood the lower buildings. In response to feedback from Wessex Water, the architects looked at all possibilities on how to avoid doing anything other than the raising up of the lower properties on the site. But it was deemed that there was no other solution other than to raise up the plots at the bottom end. Architects drew up new plans that included gabion baskets.

1.4 Gabion baskets are needed to support the raised plot. At lowest point on the plot, in the bottom corner, plot 10, the gabions are about 4 ft high, but the bottom half of the gabion will be dug in. So from road side the gabion wall is only 2 ft above the road. Mr Clarke confirmed that the gabion baskets will be hidden behind the retained boundary hedge. Whilst the hedge is to be restricted to 0.6 mt in height it will be enough to hide the gabion baskets from view. Mr Clarke confirmed that the cross section of the plans shows the hedge higher than the gabion wall.

1.5 A Councillor commented that the problem with the plans were that they were so small and difficult to read that some may have mistaken the gabion baskets for a path. Mr Clarke said that the Gabion baskets were marked on both the June 2020 and February 2021 Landscape Plan with the words Gabion basket.

1.6 The Chairman argued that the old farm hedge may not survive being so short. Mr Clarke said that the existing hedge has not been well maintained and therefore if there are any problems with the hedge new planting will be carried out to improve it. So whether it is existing or new, there will be a hedge to screen the gabion baskets.

1.7 Asked why there was a landscape plan dated February 2021 if it was the June plans that were being used. Mr Clarke said that the June plan was the latest plan, and the plan in February 2021 was to clarify the landscape finishes.

1.8 Raised Plot – Mr Clarke confirmed that the site was only going to be raised at the bottom end. There was a lot of concern about the amount of soil that would need to be brought into the site by large lorries and the impact this would have on the Barge bridge, the road and for residents. He was asked if the calculations had been done to work out how many lorry loads of soil would be needed to raise the plot. He said they had not. Mr Clarke said that with any development, quite often more soil is dug out in preparation for foundations, etc. The architect said if he had to guess, there would probably be enough soil coming out from the building further up the site that would be adequate to fill the site at the bottom. So in this instance, this soil would not need to be taken away, but would be used to help raise the site at bottom end. And there would not be much soil needed to be brought in. The bottom end has to be made up 4ft from the bottom of the ditch. The level plot needs to be 2ft and 18" above the road. He felt that there had been exaggerated claims about the amount of soil needed to be brought in.

1.9 The Chairman, said that it would have been good if this information had been made available to the parish to alleviate such concerns. Mr Clarke said that question was answered in June and that the plans show it.

1.10 Section 106 agreement – Mr Clarke explained that the first draft agreement was prepared by Wiltshire Council solicitors, but not received until mid November. There were a number of errors in the first draft that needed to be corrected. The revised version was not sent until end of January. Further amendments needed to be made and a version that the

	<p>CLT were happy with received in mid February. There are 4 signatories to the agreement: Wiltshire Council, White Horse Housing Association, the landowners and Seend CL&AT. The S106 agreement restricts the development to affordable housing only and for the self build plot not to be occupied until the affordable houses are built. Mr Clarke believed that the signing of the agreement was currently being held up by the solicitors of the landowners who were querying a number of points.</p> <p>1.11 Mr Clarke had said that he would only come back with news once all parties had signed the S106 agreement. When it will be signed is outside the CL&AT's control. But once signed by all parties, formal planning permission will be granted.</p> <p>1.12 Mrs Heatley asked how soon building would begin once the application was approved. Councillor Seed said that was entirely up to the builders who had up to 3 years from when planning is approved to begin work.</p> <p>1.13 A Councillor asked if the parish would be able to see the final plans with all the changes. Mr Clarke said that the June plans were the final plans and they had not been changed since. These were available to see on-line or in paper form at Wiltshire Council.</p> <p>1.14 The Chairman brought the discussions to a close, by saying that had the CL&AT communicated the details of these plans better to its members and Seend Cleeve residents, then it would have alleviated some of the concerns and prevented misinformation spreading.</p> <p>1.15 Mr Clarke was thanked for coming to the meeting.</p>	
<p>2021/39 Seend Fund</p>	<p>1.1 Following last month's meeting when two Councillors wanted more information about the Seend Fund before agreeing to the 4 nominative trustees being re-appointed, the Clerk had circulated to the Councillors the 2020 accounts and some background information on the Seend Fund prepared by their Treasurer Frank Teasdale. This information satisfied the previous concerns and all Councillors were happy to give their approval for the re-appointment of Dick Church, Jackie Hamblin, Jane Fishlock and Anita Shea. This was done informally by email.</p> <p>1.2 Mr Frank Teasdale attended the meeting to talk about the history of the Seend Fund. The Seend Fund was formed in 2009 by amalgamation of the Seend Relief in Need Charity and the Seend Parish Lands Charity; the former at least, having roots in the 17th century. It's remit "to relieve financial hardship among people living in or closely associated with the community of Seend..." A quarter of the income goes to the church, and around £3,000 per annum is available for individual need. He said that the Parish Council's role in approving the nominative trustees is historical.</p> <p>1.3 <u>Resolution</u>: Mr Lack proposed that the Parish Council formally approves what was agreed by email between the meetings, the re-appointment of the 4 nominative trustees: Dick Church, Jackie Hamblin, Jane Fishlock and Anita Shea. This was seconded by Mr Nicholls. All Councillors voted in favour.</p>	
<p>2021/40 Police Matters</p>	<p>1. <u>Incidents</u>: Overnight on 9 Mar – small amounts of money taken from cars in Seend Cleeve.</p> <p>12 Mar – at Sells Green – male in a van pulled into a business and dropped off a male and female who went into the showroom in an attempt to distract employees. The male then drove round the back of the yard and proceeded to urinate against some property before all were asked to leave.</p> <p>15 Mar – RTC at The Bell crossroads causing one vehicle to become wedged into the barrier of the property. No injuries were caused.</p> <p>27 Mar – unknown suspects caused damage to 6 tractor tyres and a slurry trailer. Incident under investigation.</p> <p>2. All dog owners should remain alert as there have been reports of dognapping.</p>	

	<p>3. Also remain alert and do not do business on the door step with cold callers.</p> <p>4. There are various scams going around which are getting more sophisticated. Fraudsters are taking advantage of the NHS COVID-19 vaccination programme and some people are receiving emails, text messages or phone calls with offers to “jump the queue” in return for payment or confidential details. There is no charge for the COVID-19 vaccination and the NHS is adhering rigidly to the government’s order or priority list, so any such messages asking for money is fraudulent. If you are a victim of any scams, please report it.</p>	
2021/41 Neighbourhood Plan	<p>1. All Councillors had been circulated with the Referendum version of the Neighbourhood Plan. Mrs A’Bear reported that the Seend Parish Neighbourhood Plan will go to Referendum on 6th May. Two observers from the SPNP steering Group will be invited to witness the count which is likely to take place on 9th May. Details of how this will happen will be more forthcoming nearer the election date. For the Seend Parish Neighbourhood Plan to be approved, it needs the vote of 50% of the people.</p> <p>2. The Clerk said that it was important for parishioners to vote. She would be promoting this on the village facebook page, the PC’s website and through Spotlight.</p>	Clerk
2021/42 Highways	<p>1.1 CATG – The chairman attended the March CATG meeting. Most of the Highway Improvement Requests had been carried out. There was just one outstanding: the request for a visible high friction surface to be painted on the road between Spout Lane and Inmarsh where there are two dropped kerbs.</p> <p>1.2 The CATG notes: <i>Officers have conducted a site visit and consider this to be more of an issue for outbound drivers as they approach from the s-bend near Spout Lane. The crossing point is more visible to drivers heading in the opposite direction. An estimate to provide a pedestrian crossing warning sign with new post would be in the region of £600, inclusive of temporary traffic management. In light of boundary changes, to recommend funding to Devizes Area Board. To recommend to Area Board that this Issue be closed (to Melksham CATG). Highways to ensure handover. His recommendation would be to have warning signs rather than the high friction surface.</i></p> <p>1.3. A Councillor suggested that there should be a warning sign on both sides of the crossing point.</p> <p>2. The Clerk had asked Mark Stansby if he would still be our point of contact when we moved to the Devizes CATG. He said he is not assigned to support the Devizes Community Area but he does from time to time undertake work in that area. Our new contact for Highway Improvement Measures post-election will be Gareth Rogers. The Clerk has already contacted the Devizes Community Engagement Manager, Andrew Jack, and been told that the next Devizes CATG meeting is on 25th May at 10am via Teams. The Chairman to attend.</p> <p>3.1 <u>Bell Hill Crossroads</u> – Request for crash barriers at the former Bell pub. Councillors had been circulated with a letter from the current owner who has requested stronger crash barriers to protect the property from cars hitting the building. The letter gave details of the number of crashes in recent years which have damaged the building including the most recent on 15th March which hit the railings at the front of the building. For highways to consider this request, it must have the support of the Parish Council.</p> <p>3.2 Councillors asked Councillor Seed for advice on how to deal with this request. He said that the request needed to be balanced between the need to protect the building alongside the need for road safety. He suggested there may be an alternative to a crash barrier such as bollards to protect the building. Councillors were sympathetic to the pub owner’s concerns, but there were some worries that more robust crash barriers, similar to those at Baldham bends may obscure visibility at the top of the hill.</p> <p>3.3 One Councillor asked about highways responsibility for the safety of</p>	<p>h property owner.</p> <p>T.CS</p>

	<p>neighbouring properties and whether as an A-road, wasn't it Highways responsibility to sort out, not the Parish Council. The barriers at Baldham Bends were installed by Wiltshire Council without input from the Parish Council.</p> <p>3.4 Councillor Seed recommended that in the first instance, the Parish Council support the request by submitting a Highways Improvement Request to the Devizes CATG, but that in it we ask for the problem to be assessed and for Highways to come up with some suggested solutions to which the Parish Council could have some input so that it doesn't put something in that is out of keeping with the village.</p> <p>3.5 <u>Resolution</u>: The Chairman proposed that the Parish Council submits a Highway Improvement Request to the Devizes CATG as outlined above. Seconded by Mrs Heatley. All Councillors vote in favour.</p> <p>4. <u>Row Lane (slippy stretch of road)</u> The Clerk said that since her accident, she had heard of other parishioners that had slipped on this stretch of road, so she had contacted Highways to see if there is anything that can be done to improve the drainage and reduce the amount of water settling on the road. They said they would do a site visit when in the area. If Highways can't do anything, then maybe the Parish Steward can do something to clear the road surface of the slime.</p>	Clerk
2021/43 Planning Applications	<p>1. <u>Wiltshire Council new Planning IT system</u> The Clerk reported that Wiltshire Council had a new IT system for the management of planning applications. Mrs A'Bear and the Clerk expressed concern about the functionality of it compared with the old system. Mrs A'Bear asked Councillor Seed if it was worth passing on these concerns to Wiltshire Council or to wait awhile until any teething problems are ironed out. Councillor Seed it was always useful for parish council to pass on feedback.</p> <p>2. <u>Application Ref: 21/02382/TCA</u> Site Location: 17 Dial Close, Seend, SN12 6NP Proposal:- H1 - Trim hedges (as pictured) to control size and re-establish shape. H2 - Reduce section of Laurel hedge (as pictured) in height by approximately one third, approximately to the height of the neighbours gutter. H3 - Remove section of Laurel hedge which comes out towards Hawthorn tree (see picture) to as close to ground level as possible. Retain section which runs along the boundary T4 - Crown reduce Hawthorn tree by approximately 1.5m.</p> <p>2.1 <u>Resolution</u>: Mrs Heatley proposed that this application be supported. Seconded by Mrs Vince. All Councillors voted in favour.</p> <p>3. <u>Application Ref: 21/02524/TCA</u> Site Location: 1 Somerset Close, Seend SN12 6QH Proposal: Cherry tree - feel because it is too close to the boundary and is pushing over the fence which is our neighbours' responsibility. They now wish to replace the fence and the tree is in the way. This tree will be replaced with a smaller but semi mature ornamental tree planted further away from the fence line and to maintain screening.</p> <p>3.1 <u>Resolution</u>: Mr Williams proposed that this application be supported. Seconded by Mrs Vince. All Councillors voted in favour.</p>	
2021/44 Tree Matters	<p>1.1 <u>Avon Needs Trees</u> – The Clerk read out a letter from the Chairman of Avon Needs Trees confirming that they have pulled out of the purchase of the land between Rusty Lane and Bollands Hill. Letter as follows:</p> <p>1.2 <i>"I am writing to confirm that Avon Needs Trees is not continuing with the purchase of land between Rusty Lane and Bollands Hill. This is because of the 'jackpot' of magnetic anomalies shown up in our archaeological survey. I have spent the last month desperately trying to find a way that would allow us to go ahead but the initial investigatory works alone will cost £25,000 and there is the risk that we will then be severely restricted on where we can plant, or we will find ourselves obliged to commission further archaeological work which will be extremely expensive and outside of our charitable objectives. You can imagine that we are extremely disappointed, not just because of the time, energy and money we have put into making the</i></p>	

	<p><i>purchase possible, but because of the wonderful public enthusiasm for the project. I hope that the people of Seend will be able to use our findings and find another way for the community to own the land - we are just very sorry that ANT can't take this further."</i></p> <p>1.3 The Clerk was asked to write a formal letter in response to express our disappointment.</p> <p><u>2.1 Tree pruning in the nesting season</u> The Clerk reported that she had received an email from a resident who expressed concerns that he had seen tree pruning and felling taking place inside the nesting season (1st March to 1st August) and wanted the parish council to investigate what the rule was. The Clerk contacted Wiltshire Council's tree warden. His response is as follows:</p> <p><i>2.2 "There is nothing in any legislation stating that no hedges or trees can be cut during the nesting season. As long as the hedge or tree has been properly checked for ACTIVE nests, then the works can be undertaken. It's quite easy to see if any trees have nesting birds but domestic hedges are a little different. So, if the tree surgeon or owner has thoroughly checked the hedge and there are NO nesting birds within it, then the trimming works can go ahead. A dangerous tree that has been assessed and categorised as dangerous can be removed even with a nest in it. The tree contractor should try and move the nest to the nearest tree prior to any works starting."</i></p> <p>2.3 Investigation by Mrs A'Bear and the Clerk confirmed that the tree felling in Inmarsh Lane was because the trees were diseased with ash dieback. It was for the same reason that trees were felled along the A361 near the Lamb on the Strand in February.</p>	Clerk
2021/45 Correspondence	<p>1. <u>Final year film degree students</u> will be filming around Seend as part of their final year project themed "Best kept Village". They will be contacting individual householders for permission where they wish to do filming, but wanting to check with the Parish Council first. Mr Lack suggested they be told about the Seend Open Gardens which is due to take place on 12th/13th July.</p> <p>2. <u>Great British Spring Clean – 28th May to 13th June</u> They are asking "Litter Heroes" across the country to get outside and get active and help with mission to clean up a million miles of UK streets, coastlines, parks, footpaths and neighbourhoods. Whilst the Parish Council will not organise an event, it will encourage individuals to do litter picking around the Parish. Clerk to put a piece in Spotlight.</p> <p>3. <u>Wiltshire Search & Rescue – letter asking for donations.</u> Councillors felt that it would be inappropriate for the PC to use precept money to support a general charity. It may lead to other requests from other organisations. At the moment, the Parish Council gives an annual donation to specific Seend organisations as well as Age UK and Citizens Advice as they directly relate to Seend parishioners.</p> <p>4.1 <u>NALC Membership Offer</u> – When a council joins WALC, it also joins the National Association of Local Councils (NALC). There is an offer for the coming financial year, which means that for those local councils that have not been in membership for <u>two</u> consecutive years, the NALC membership aspect of the subscription is FREE. WALC is a membership organisation for parish, town and city councils in Wiltshire and Swindon, providing advice, guidance, information, support and training to our member councils.</p> <p>4.2 The Clerk asked if the Councillors wanted to take up this offer. Seend PC had been members some years ago, but stopped. The PC currently just pay for the Clerk's membership of the Society of Local Council Clerks which the Clerk finds extremely useful.</p> <p>4.3 It was suggested that any councillors who had friends who were councillors in other PCs to seek their advice on the benefits of membership. To be further discussed.</p>	Councillors/ Clerk
2021/46 Internal Audit 2019-20 Actions Taken	1. The Councillors had been circulated with a copy of the action report showing how the Parish Council had completed the tasks required of it following the recommendations made in the Internal Auditor's report.	

	All Councillors confirmed that the actions had been carried out.	
	2. There were no recommendations made by the External Auditors.	
2021/47 Corporate Governance Questionnaire	<p>1.1 The Corporate Governance Questionnaire had been completed by the Chairman and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's actions during the financial year.</p> <p>1.2 <u>Resolution</u>: Mrs A'Bear proposed and Mrs Vince seconded the approval of the completed Corporate Governance Questionnaire. All Councillors voted in favour.</p> <p>1.3 The Clerk to put the minute numbers in, and then it can be signed by the Chairman and sent off to the Internal Auditors.</p> <p>Mrs A'Bear mentioned question 19 that asked if the PC had considered making a photographic record of the physical assets. The Clerk explained that she had previously done this prior to being recommended by the auditors to prepare the Asset Register as a spreadsheet. Mrs A'Bear suggested that the old photographic version could be re-drafted and used when a nominated Councillor takes over the inspection role after the May elections. The Clerk agreed to amend it.</p>	
2021/48 Financial Matters	<p><u>Financial Matters</u>:</p> <p>1. <u>Cheques for signature</u> Camelot Media Ltd £48.00 NP Website updates (2 invoices) Place Studios Ltd £505.50 NP Consultancy work Mrs S Bond £619.21 Clerk March Salary Mrs S Bond £ 70.14 Clerk expenses Jan to Mar 2021</p> <p>1.1 <u>Resolution</u>: Mr Lack proposed acceptance of the cheques. Seconded by Mrs Heatley All Councillors voted in favour</p> <p>2. <u>Bank Reconciliation</u> to end of February 2021 - £ 26,817.56</p> <p>3.1 <u>2nd Noticeboard for Seend Cleeve</u> The Clerk reported that there was still £465 remaining unspent from the 2020 Solar Farm Community payment, and suggested that a second noticeboard be purchased for Seend Cleeve, to replace the one by the phone box. The full cost would be £634 ex VAT. This would mean that both noticeboards in Seend Cleeve will be replaced with new man-made timber ones which will be long-lasting.</p> <p>3.2 <u>Resolution</u>: The Chairman proposed that the Parish Council uses the remaining solar money with the addition of the balance from reserves to purchase the second noticeboard. This was seconded by Mr Padfield. All Councillors voted in favour.</p>	Clerk
2021/49 Items for Note	<p>1. <u>Road diversion signage of recent High Street road closure</u>. Mr Wiltshire complained that the diversion signs for the recent road closure (27th/28th March) of part of the High Street for BT works had unnecessarily diverted traffic down Spout Lane that had caused a great deal of trouble. It was not known why traffic had been diverted down Spout Lane when Seend Fork was still open. The date for the works on the diversion signs was also wrong, giving the date of 28th/29th, not 27th/28th, but was later amended.</p> <p>1.2 The Clerk was asked to write to the highway department responsible for road works signage to explain themselves.</p> <p>2. <u>Len Tucker</u> – The Chairman said that he recently attended the funeral of Len Tucker, a parishioner who had once been a longstanding member of the Parish Council.</p> <p>3. <u>War Memorial</u> - Mrs Akerman thanked the Parish Council for getting the initial corrected of WW1 soldier G Akerman that had been wrongly put as C instead of G.</p> <p>4. <u>Milestone</u> – Now that the weather was improving, the Clerk would get the Parish Steward to paint the milestone in the High Street.</p>	Clerk Clerk

	5. <u>Elections</u> – Mr Nicholls and Mr Padfield confirmed that they will not be standing for re-election.	
2021/50 Date of next meeting	The Chairman thanked everyone for coming and closed the meeting at 9.02pm The date of the next meeting is 27 th April 2021	

T.C. James

Terry James, Chairman

Date: 27th April 2021