

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26th November 2019 at Seend Community Centre.

Present: Mrs P Akerman, Mrs A Heatley (Acting Chairman), Mr W Lack, Mr J Padfield, Mr P Manning, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also present: Mrs Sue Bond (Clerk), Councillor Jonathon Seed, Mr George Clarke (Chair of Seend CL&AT)

Agenda Item		Action
2019/ 298 Apologies for Absence	Mr T James (Chairman), Mrs G A'Bear and Mr B Nicholls.	
2019/299 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 Williams declared an interest in the agenda item on the Allotment Review. Mr Wiltshire declared an interest in the agenda item Approval of the Cheques. (iii) There were no requests for dispensations.	
2019/ 300 Councillor Matters	<p>1.1 Councillor Seed said that there was still Area Board grant funding available if the Parish Council had any projects that it wanted support for. The deadline for submitting applications is 6th January 2019, but the Clerk would need to notify the Community Engagement Manager as soon as possible if the PC wanted to apply.</p> <p>1.2 Councillors discussed whether the circular bench at the top of Love Walk would be a suitable project that could be financed by a combination of this year's Sandridge Solar Farm Community Benefit payment, PC funds and Area Board grant funding.</p> <p><u>1.3 Resolution:</u> Mr Padfield proposed that the Parish Council does submit an application to the Melksham Area Board. This was seconded by Mr Lack. All Councillors voted in favour. The Clerk to action.</p> <p>2. Councillor Seed reported on the recent surface patching in the High Street between Bolland's Hill and Seend Fork.</p> <p>3. Councillor Seed was asked for advice on the Community Governance Review and the Seend CLT's request for support for a speed review in Seend Cleeve. This is further reported under the relevant agenda headings.</p>	Clerk
2019/301 Minutes of the Previous Meeting	<p>1. The Minutes of the meeting held on 29th October had been circulated to all Councillors.</p> <p>1.1 <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mr Lack and seconded by Mrs Vince. All those Councillors who were present at the last meeting voted in favour of accepting the minutes.</p>	
2019/302 Matters Arising Not Already on the Agenda	<p>1. <u>High Street Road Resurfacing – Minute no: 2019/291/2.2</u> The Clerk had sought further clarification on the type of full resurfacing that will be carried out in May 2020. Concern had been expressed that it would be similar to the surfacing of the road from Baldham bends. Response from Highways. "This will be a different type of dressing, its smaller and will have a locking layer applied to the top, it will be black but be much like the surface that is already there (but with no defects)"</p> <p>2. <u>Allotments Minute no: 2019/286/1</u> – The Clerk had not yet discussed the compost bins with the allotment holders, but was waiting to hear whether the Councillors decide to increase the rent for 2020.</p> <p>3. <u>C&CC hedge, Spout Lane Minute no: 2019/286/3</u> - The Clerk reported that she had not yet written to the C&CC regarding their need to cut back the higher branches of the hedging that were overhanging from their side of the boundary fence. She was hoping to get some advice from the Highways Engineer before doing so.</p>	Clerk

	<p>4. <u>Salt Collection – Minute no: 2019/296/1</u> - Mr Manning reported that he and Mr Wiltshire had collected the salt from the Warminster depot. He said that they had quite a slick operation at the depot, and was well used by a large number of parish councils.</p> <p>5. <u>Councillor Training</u> – Mr Lack and Mr Nicholls had recently attended a Councillor Training session organised by Keevil Parish Council. Mr Lack felt that it was rather simplistic and could have gone into more depth about some of the duties and responsibilities of being a Parish Councillor.</p>	
2019/ 303 Items for Discussion from Members of the Parish	There were no items for discussion from members of the Parish.	
2019/304 Police Matters	<p>1. Mrs Heatley reported on the following incidents.</p> <p>09/10/2019 Bollands Hill - RTC – Non Injury 17/10/2019 Sells Green - Unknown suspect(s) have gone on to the RP's barge and stolen a secured bright orange Honda suitcase generator. 21/10/2019 Bollands Hill - 1 Vehicle RTC, minor injury sustained. – Vehicle travelling north on stated road, and has failed to negotiate a right hand bend. The vehicle collided with the nearside front quarter with the verge and a tree, causing the tree to uproot and the vehicle to roll before coming to rest in the middle of the road. 26/10/2019 Bollands Hill - Female arrested for drink driving and driving with no insurance. 26/10/2019 Seend High Street - Single vehicle RTC. Pain to back and neck.</p> <p>12/11/2019 - Police were stopping and checking vehicles in and around Seend late in the evening. A large HGV was stopped on A361 on outskirts of Seend while other vehicles were stopped in a layby close to the junction with Bath Road. It is not known if any offences were discovered. Police also accompanied a large load through Seend earlier that day.</p> <p>2. <u>PCSO Maggie LEDBURY</u> is overseeing the coordination pro-active Patrols of rural locations by the area officers. Recently there have been reports of poaching and criminal damage to farm and private land in the area of Steeple Ashton, especially Mudmead Lane and Sandpits Lane, Steeple Ashton and more recently in Keevil</p>	
2019/305 Highway Matters	<p>1. <u>CATG – Updates</u></p> <p><u>Church Crossing</u> had now had the high friction surface painted across it. Now waiting for the pedestrian crossing sign to be put up. <u>Bollands Hill/Station Road Metro Count</u> – Awaiting Highways Engineer to do site visit to see where the counter should be placed. <u>Village Gateways</u> – Awaiting Senior Highways Engineer to do feasibility study. <u>Bell Hill review of signage</u> – This will be on the agenda of the next CATG meeting on 16th December. The Clerk and Mr Williams has agreed to attend.</p> <p>2. <u>Seend CLT request for a Speed Review</u> – Prior to the meeting, the Councillors had been circulated with a request from the Seend CL&AT to support one of 3 options for a speed review in the Parish. Mr George Clarke, said that highway issues were a major concern raised by residents about the proposed housing development in Seend Cleeve. The Community Led Housing Team advising the CL&AT had sought Highways advice. Of the 3 options that had been suggested, Mr Clarke was of the opinion that the only viable option was to make a request to Highways to extend the 30mph speed limit to beyond the development site. Should this be approved by Highways, then a Traffic Regulation Order would need to be made.</p> <p>2.1 Whilst the Parish Council could not formally support any CL&AT Highway improvement request before a planning application had been submitted and voted on, it could support the following statement:</p>	

	<p>2.2 In the event of planning permission being granted for the proposed housing development at Park Farm, Seend Cleeve, the Parish Council would support the request for an extension of the 30mph speed limit to cover the development area, and to further request that it be extended to beyond New Buildings up to the road junction with Bollands Hill. To be formally resolved at a future meeting should planning permission be approved.</p> <p>3. <u>CL&AT Update</u> – Mr Clarke gave a brief report on the last meeting, which he described as robust with a lot of debate from those for and against the proposed development. He said that the first house designs were shown and that there was an opportunity for residents to comment and make suggestions as to what would fit in best with current house style in Seend Cleeve. He said that the next meeting was on 10th December and the meeting on 11th January would be held on a Saturday, so that more people from the Parish would be able to attend.</p>	
2019/ 306 Community Governance Review	<p>1. The Clerk reported that the Parish Council had been invited to an informal meeting with the CGR committee to present their case against Melksham Without PC's request for a boundary change. The meeting will take place on 10th December. Mrs Akerman, Mrs A'Bear and the Clerk to attend.</p> <p>2. Councillor Seed was asked for advice on how best to present our case. He is on the CGR committee. He said that once the review committee makes up its mind, it submits their recommendations to Full Council. If the CGR committee recommends that the boundary be moved, then Councillor Seed would make an appeal on our behalf.</p>	Mrs Akerman, Mrs A'Bear & Clerk
2019/307 Neighbourhood Plan	<p>1. The Councillors had been circulated with 3 further documents that needed to be signed off by the Parish Council.</p> <ul style="list-style-type: none"> • Locally Valued Heritage Assets Report • Seend – Approved Conservation Statement 2 • Seend Parish Community Facilities Evidence Base Report <p>1.1 <u>Resolution</u>: Mr Padfield proposed that all three documents be approved by the Parish Council. Seconded by Mr Manning. All Councillors voted in favour.</p> <p>1.2 All the Neighbourhood Plan documents would go out for further consultation as part of the Regulation 14 Consultation, before being finalised.</p> <p>2. Mrs Vince reported that they were currently working on "views" and that this was the last of the supporting documents to be produced. They had received notification from their consultants Place Studios Ltd that they were now working on the final draft of the Neighbourhood Plan. They hoped that the Regulation 14 Consultation which lasts for 6 weeks will take place between January and February 2020.</p>	
2019/308 Planning	<p><u>1. Consideration of Planning Applications that requires comment before the January 2020 PC meeting.</u> As there is no meeting in December, Mrs Heatley asked Councillors if they were happy for the planning sub-committee to make decisions on whether to support or oppose any non-controversial planning application during the two month break before the end of January PC meeting.</p> <p><u>Resolution</u>: Mr Padfield proposed that the planning sub-committee should be allowed to do so. Mr Manning seconded. All Councillors voted in favour.</p> <p><u>2. 19/10520/TCA</u> Site Location: 4 Dial Close, Seend SN12 6NP Proposal: Silver Birch – 30% crown reduction, Magnolia – 30% crown reduction.</p> <p><u>2.1 Resolution</u> – Mr Lack proposed that this application be approved. Seconded by Mr Williams. All Councillors voted in favour.</p>	
2019/309 Seend Fund	<p>1. The Secretary of the Seend Fund had asked the following "<i>We reviewed the terms for our Parish Council nominative trustees and found that Janey Fishlock will have been serving for four years this December. She would</i></p>	

	<p><i>like to continue as a trustee and we would very much like her to stay as continuity in our trustees is very useful. Would you please let us know if you are in agreement?"</i></p> <p>1.1 Mrs Akerman said that as we had approved Ms Fishlock becoming a trustee in 2015, and it was what the Seend Fund committee wanted, then the Parish Council should support her continuing to be a trustee. The majority of Councillors supported this stance, but two Councillors abstained.</p> <p>1.2 There was some discussion as to why the Seend Trust needed the Parish Council's approval. The Clerk said that it was because it was the Parish Council who had agreed her nomination in 2015, but would find out further what the Parish Council's role was. It was also suggested that a representative of the Seend Fund be invited to the next meeting to give a brief talk about its work. Clerk to action.</p>	Clerk
2019/310 Melksham Area Board	<p>1. Mr Williams had attended the recent Melksham Area Board Meeting. There had been a report on the Community Governance Review presented by Ian Gibbons (Wiltshire Council's Governance Officer). Also updates on the Melksham Campus that had just received outline planning approval; and feedback on the completion of the new road layout at Farmers Roundabout.</p> <p>2. The Age-Friendly Melksham Steering Group gave a report on the collaborative work that is being undertaken to make Melksham a more age-friendly town. It hoped to enlist the support of the surrounding parishes to help take the project to the next level. This may include making a donation.</p> <p>The next Area Board meeting is on 6th January 2020. Mr Williams to attend.</p>	
2019/311 Allotment Review	<p>1. As part of our Internal Audit recommendations, the Parish Council must review the allotment rents on an annual basis. The Clerk asked the Councillors whether the allotment rent should be increased for the next allotment year in 2020. The current rent is: £35 single plot and £60 double plot.</p> <p>1.1 <u>Resolution</u>: Mrs Vince proposed that the rent for a single plot remain at £35 but for the double plot it should be increased to £65. This was seconded by Mr Padfield. Mr Williams declared an interest as he is an allotment tenant, so did not vote. All other Councillors voted in favour.</p>	
2019/312 Precept	<p>The Precept budget meeting took place on 4th November with five Councillors on the Precept budget committee. The Clerk had prepared a mid-year budget spreadsheet, to show how current expenditure was on track with expectations and where there were likely to be overspends.</p> <p>1.2 Each budget heading was discussed with recommendations for some increases to cover inflation and others to remain the same or be reduced.</p> <p>1.3 The main recommendation was to reduce the Highways budget from from £3,500 to £1,500. But to increase the contingency budget by £1,500 to £3,500. There would still be funding for highway projects, but by moving the money to the contingency budget instead enables more flexibility on what it is spent on.</p> <p>1.4 The Precept budget committee recommended that the Precept be increased to £20,381 for the 2020-2021 financial year. This is a small rise of just £368 from the current year (2.87% change). Each band D household would pay a total of £38.34 for the 2020-2021 year (£37.27 in the current financial year). An increase of £1.07 per band D household.</p> <p>1.5 <u>Resolution</u>: Mrs Vince proposed that the 2020-2021 Precept should be £20,381. This was seconded by Mr Lack. All Councillors voted unanimously in favour of approving the Precept Budget. In the absence of the Chairman, the Vice Chairman, Mrs Heatley, to sign the Precept application request. The Clerk to then send it to Wiltshire Council</p>	Mrs Heatley/ Clerk
2019/313 Correspondence	<p>The Clerk reported on 4 items of correspondence:</p> <p>1. Melksham Remembers Project – Following last year's exhibition about Melksham and the surrounding parishes in WW1, that commemorated the 100th anniversary of the end of the Great War, they have produced a book about the exhibition with additional research material. They have asked</p>	

	<p>for a financial donation of £50 to help cover the costs of the book production.</p> <p>1.1 <u>Resolution</u>: Mr Padfield proposed that Seend Parish Council gives a donation, and that the complimentary copy of the book could be placed in the Church. Mr Lack seconded the resolution. All Councillors voted in favour. Clerk to respond.</p> <p>2. <u>Bell Hill resident</u> – an email from a resident expressing concern about the danger of walking up Bell Hill, where there is no pavement, to get to the village. He has asked the Parish Council to see what could be done to make the route safer. Councillors felt that there was little that could be done as the road was not wide enough to accommodate a pavement. A similar request had been made to CATG in another Parish, but this had been rejected as the costs outweighed the benefit to just a few householders. Clerk to respond to the resident.</p> <p>3. <u>Community Foundation Surviving Winter Fund</u> – There is a fund of £300 per person to help vulnerable residents pay for winter costs. The two referral partners are “Warm and Safe” and Age UK who will help clients complete the application form process. The Clerk to advertise the fund on the PC website and in Spotlight.</p> <p>4. <u>Affordable Housing Sites in Seend village</u> – a resident email about the importance of identifying affordable housing development sites closer to the village amenities. The resident mentioned the land in School Road, formerly a dump, could be cleared and made safe for use as a development site. The Clerk to recommend he contacts the Seend CL&AT.</p> <p>5. <u>Dog Fouling</u> in Seend village has been mentioned on Seend Facebook page and an email from a resident to the Parish Council asking what further action can be taken to curb this anti-social behaviour of some dog owners. It was agreed that without actual evidence that would identify the culprits, the Parish Council could not write to suspected dog owners. The Councillors concurred that it is a really difficult issue to tackle. The Clerk was asked to put another article in Spotlight and to see what further signage could be put up in the offending areas.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>												
2019/314 Financial Matters	<p>1. There were 4 cheques for signature:</p> <table border="0"> <tr> <td>Camelot Media Ltd</td> <td>£67.00</td> <td>NP Website updates</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk Nov Salary</td> </tr> <tr> <td>JDH Gardening</td> <td>£85.00</td> <td>Allotment hedge cutting</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk Dec Salary post dated</td> </tr> </table> <p>1.1 <u>Resolution</u>: Mrs Akerman proposed acceptance of the cheques. Seconded by Mr Lack. Mr Wiltshire declared an interest so did not vote. All other Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of October - £ 26,848.45</p>	Camelot Media Ltd	£67.00	NP Website updates	Mrs S Bond	£606.58	Clerk Nov Salary	JDH Gardening	£85.00	Allotment hedge cutting	Mrs S Bond	£606.58	Clerk Dec Salary post dated	
Camelot Media Ltd	£67.00	NP Website updates												
Mrs S Bond	£606.58	Clerk Nov Salary												
JDH Gardening	£85.00	Allotment hedge cutting												
Mrs S Bond	£606.58	Clerk Dec Salary post dated												
2019/315 Items for note	<p>1. Mr Wiltshire reported two street lamps out at the top and bottom of Spout Lane. The Clerk to report through MyWiltshire.</p> <p>2. Mrs Heatley promoted a fundraising entertainment evening in February 2020 to help raise funds for a bionic leg for the son of a Seend resident.</p> <p>3. The Clerk reminded the Councillors that whilst there was no meeting in December could they regularly check their Councillor emails in case there was anything that needed actioning by the Councillors.</p>	Clerk												
2019/316 Date of next meeting	<p>There being no other business, the Vice Chairman closed the meeting at 9.40pm</p> <p>The date of the next meeting is 28th January 2019</p>													

.....
VICE CHAIRMAN

Date: 28th January 2020