

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 25th May 2021. This meeting was held in the Community Centre.

Present: Mrs Georgina A'Bear, Mrs Anita Heatley, Mr Terry James (Chairman), Mr William Lack, Mrs Carole Vince, Mr John Williams and Mr Martin Wiltshire

Also Present: Sue Bond (Clerk) and Councillor Tamara Reay.

Agenda Item		Action
2021/77 Apologies	Mrs Pam Akerman	
2021/78 Declaration of Lobbying	<ul style="list-style-type: none"> (i) Declaration of changes to the Register of Interests (ii) Declaration of interest in items on the Agenda (iii) Requests for Dispensation 	<ul style="list-style-type: none"> (i) There were no changes of declarations to the Register of Interests. (ii) Mr Lack and Mrs A'Bear declared an interest in planning applications PL/2021/03102. Mr Lack and Mr Wiltshire declared an interest in planning applications PL/2021/03225 and PL/2021/04611 (LBC). (iii) There were no requests for dispensations.
2021/79 Local Councillor Matters	<p>1. The Chairman welcomed to the meeting Councillor Tamara Reay, our newly elected County Councillor representing Devizes Rural West ward.</p> <p>2.1 Councillor Reay said that she was honoured to have been elected to the new ward Devizes Rural West. She looked forward to working positively with all the parishes in the ward. She hopes to find out about our most pressing issues and to agree how she can best represent Seend Parish at Wiltshire Council.</p> <p>2.2 She said that she had been appointed Portfolio Holder for Climate Change.</p> <p>2.3 <u>Melksham Bypass</u> – following the public consultation and the preparation of their report based on the public response, Wiltshire Council were presenting their recommendations to the Cabinet meeting on 1st June.</p>	
2021/80 Minutes of the Previous Meetings	<p>1. The Minutes of the meetings held on 27th April and 18th May had been circulated to all Councillors.</p> <p>1.1 <u>Resolution:</u> Acceptance of the Minutes of the meeting held on 27th April as an accurate record was proposed by Mrs Heatley and seconded by Mrs Vince. All Councillors voted in favour.</p> <p>1.2 <u>Resolution:</u> Acceptance of the Annual Parish Council Minutes of 18th May as an accurate record was proposed by Mr Lack and seconded by Mr Williams. All Councillors voted in favour.</p>	
2021/81 Matters Arising Not Already on the Agenda	<p>1. <u>Noticeboard</u> – The Clerk reported that there was a delay in the delivery of the 2nd noticeboard for Seend Cleeve.</p> <p>2. <u>Phone Box, Seend Cleeve</u> – The Clerk said she had put in Spotlight a request for volunteers to help re-paint it.</p> <p>3. <u>Milestone</u> – The Clerk said she had not yet to ordered the paint.</p>	Clerk
2021/82 Highways	<p>1.1 <u>Devizes CATG</u> – The Chairman said that he and the Clerk had listened into the meeting on Teams. We had one Highway Improvement Request on the agenda that had transferred from Melksham to Devizes CATG – the request to have a high friction surface painted on the A361 at the crossing point between Inmarsh Lane and Spout Lane. The recommendation from Mr Stansby (Melksham CATG) was that a pedestrian warning sign on the outbound direction where visibility was poorest would suffice rather than the high friction surface. The Devizes Highways Engineer concurred with this recommendation. The Chairman asked what the cost would be for a high friction surface to be painted on. The Highway Engineer said that it would cost in the region of £2,000 on top of the £600 for the sign.</p> <p>1.2 Councillors discussed the merits of having just the sign as opposed to</p>	

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	<p>having both sign and high friction surface. The majority of Councillors felt that the high friction surface would make the crossing more visible. The Clerk said that we would need to check what contribution the Parish Council would need to pay, whether it was 25% or 50%. The Clerk was asked to check this.</p> <p>1.3 <u>Resolution</u>: Mrs Vince proposed that we ask both ^a sign and high friction surface depending on what our contribution would be. Mr Lack seconded the motion. All Councillors voted in favour of this course of action.</p> <p>1.4 The next CATG meeting is on 27th July.</p> <p>2. <u>Metro Count, High Street</u>. Following last month's meeting, a site visit was made by councillors to agree a location. The Clerk sent in a Traffic Survey Request. After some discussion and a site visit with Wiltshire Council Highways, and checking that the contractors were happy with the location, a location was agreed. It is unlikely that the metro count will take place until the Autumn as there is a back log due to traffic surveys being suspended during the pandemic.</p> <p>3.1 <u>Bus Shelter, top of Bollands Hill</u> - The Clerk had got a quote from a company GW Shelter Solutions for a replacement shelter. She was told that rather than replacing the whole shelter, the company could replace just the damaged parts at a cost of £2,657 ex VAT. She suggested that the PC could apply for an Area Board grant to help with the cost.</p> <p>3.2 Councillor Reay asked why if the PC did not own the shelter, were they having to pay for its repair. The Clerk explained that she had asked Wiltshire Council if it could be repaired when the damage occurred following a traffic accident and was told that there were no funds to do so. She offered to speak to Wiltshire Council on our behalf. Councillors were happy for her to do this.</p> <p>3.3 Mr Lack suggested it might be worth investigating whether it could be straightened by a panel beater and he offered to investigate this.</p> <p>3.4 <u>Resolution</u>: it was proposed by Mr James that we apply for an Area Board grant, and then depending on this and the outcome of all avenues of investigation to discuss again at the next meeting. This was seconded by Mrs Vince. All Councillors voted in favour.</p>	<p>Clerk</p> <p>Councillor Reay</p> <p>Mr Lack</p> <p>Clerk</p>
<p>2021/83 Police Matters</p>	<p>1. Mrs Heatley said she had heard that the reason she had not been receiving monthly incident reports was because there had not been enough manpower to do them due to the pandemic, but that it was hoped that this would resume shortly.</p> <p>2. PC Richards and PC Shorah conducted speed checks in Seend High Street on 7 May.</p> <p>3. Throughout May, there have been reports of a vehicle being taken off the road for having no insurance. Another report of 3 motorbikes riding around a field with livestock in it behind the Community Centre and another report of two young males on electric scooters riding fast on the canal towpath from Bowerhill towards Seend.</p> <p>4. Action Fraud. When booking a holiday, check whether the company is an ABTA member by looking for the ABTA logo on the company's website. If you have any doubts, you can verify membership of ABTA on their website www.abta.com.</p> <p>5. If you think you have been a victim of fraud contact your bank immediately and report it to Action Fraud online at www.actionfraud.police.uk or call 0300 123 2040.</p>	

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<p>2021/84 Neighbourhood Plan</p>	<p>1.1 Mrs Bear said that the Neighbourhood Plan was now 'Made' and was a statutory document that Wiltshire Council would have to use.</p> <p>1.2. Mrs A'Bear said that she was disappointed that the editorial prepared by Carola Thorpe about the Referendum success of the Neighbourhood Plan had, for some reason, not been published in the latest issue of Spotlight (June).</p> <p>1.3 She will give an updated copy for the Clerk to put on the website and to be sent to all Councillors.</p> <p>1.4 She hoped to get some hard copies printed and asked Mrs Vince to investigate prices for printing a number of copies, but would delay actually printing them until 6 weeks after the Referendum result announcement when there is an opportunity for people to object to the result.</p> <p>1.5 The Chairman thanked Mrs A'Bear and the Steering Group for the tremendous amount of work undertaken to complete the Neighbourhood Plan.</p>	
<p>2021/85 Planning Applications</p>	<p>1. <u>Application Ref: PL/2021/03102</u> Site Location: Broad Lane Farm, Broad Lane, Seend SN12 6RJ Proposal: Reuse of existing property as new office accommodation falling within Class E to the Schedule to the Use Classes Order, and without complying with condition No 2 imposed on application 15/00937/FUL.</p> <p>1.1 Councillors felt that this application conflicted with the arguments used to build the new farmhouse back in 2011. It was argued that the old farmhouse was in a poor state of repair and needed to be replaced. The planning approval for the new farmhouse was based on the condition that the old farmhouse would be demolished within one month of the new farmhouse being occupied. The arguments now used for retaining the old farmhouse for office use implied that it was in good repair.</p> <p>1.2 <u>Resolution:</u> The Chairman proposed that this application be opposed, citing the conditions placed on the approval of the new farmhouse. This was seconded by Mrs Heatley. Mrs A'Bear and Mr Lack had declared an interest so did not vote. All other Councillors agreed that this application should be opposed.</p> <p>2. <u>Application Ref: PL/2021/03225 and PL/2021/04611 (LBC)</u> Site Location: Seend Park High Street, Seend SN12 6NZ Proposal: Proposed single storey rear extension to listed stable block. Provision of new garden wall, terrace and swimming pool to curtilage.</p> <p>2.1 Councillors agreed that the proposed application respects the heritage of the original stable block. It is a small single storey extension, hidden from view from the main house and public road. The proposed extension mirrors the single storey extension at the north end and the materials will match that. The proposed swimming pool will be enclosed by a new garden wall.</p> <p>2.2 Councillors felt that the proposals will not alter nor harm the historic interest and will enhance the stable block. However, mention was made of the County Archeologist's report which notes that it is possible that post-medieval development may be exposed during groundworks and that approval should be subject to a number of conditions.</p> <p>2.3 <u>Resolution:</u> Mr Williams proposed that this application be approved on the proviso that the County Archeologist's recommendations be a condition of the approval. This was seconded by Mrs Vince. Mr Lack and Mr Wiltshire declared an interest and did not vote. All other Councillors voted in favour.</p> <p>3. <u>Application Ref: PL/2021/04913</u> Site Location: 3 The Lye, Seend SN12 6PA Proposal: Holly tree - fell because of excessive size and over-reaching to path. Replant flowers and possibly a magnolia tree in the same area.</p> <p>3.1 <u>Resolution:</u> Mr Lack proposed that this application be approved but, because it is in a conservation area, there should be a condition that a</p>	

	<p>replacement native tree should be planted. Mrs A'Bear seconded the motion. All Councillors voted in favour.</p> <p>4. <u>Application Ref: PL/2021/05203</u> Site Location: Manor Field, High Street, Seend SN12 6NU Proposal: 4 x Beech trees - crown reduce 30%</p> <p>4.1 <u>Resolution</u>: Mr Lack proposed that this application be approved. Seconded by Mrs Vince. All Councillors voted in favour.</p> <p>5. <u>Application Ref: PL/2021/05207</u> Site Location: Manor Field, High Street, Seend SN12 6NU Proposal: Cedar tree - crown raise 2m & shape Ash tree - remove branch overhanging shed 2 x Horse Chestnut trees - crown raise 4m Maple tree - crown raise 4m.</p> <p>5.1 <u>Resolution</u>: Mrs Heatley proposed that this application be approved. Seconded by Mrs Vince. All Councillors voted in favour.</p>	
2021/86 Correspondence	<p>1. <u>Letter from Resident</u> – Mrs A'Bear said that she had received several emails from a resident that had raised a number of issues requiring answers. These were discussed and suggested answers agreed. The Clerk to respond to the resident.</p> <p>2.1 <u>Townswork "Priority for People"</u> It is exploring how people in the town and surrounding villages move around, covering the movement of people, goods and vehicles. This exercise follows on from the report "Melksham 2020-2036" adopted by Melksham Town Council last year. The objective is to prepare a movement strategy as a starting point for change over the next 15 years to create a cleaner, safer and healthier town for the future. The first stage is to invite people to complete a survey.</p> <p>2.2 The Clerk said that she would put details of the initiative in Spotlight and on the website and social media.</p> <p>3.1 <u>Methodist Chapel, Seend</u> – the Clerk read out an email from Mr Steve Vaux congratulating the NP Steering Committee on the successful Referendum outcome for the Neighbourhood Plan.</p> <p>3.2 He said that the sale of listed Grade II Wesleyan Chapel by the Methodist Church was an opportunity for the Plan to be tested. He hoped that the Agents (Winkworth) would make known in the Conditions of Sale that the Neighbourhood Plan binds any prospective purchaser to the Pre-planning Application Community Engagement Protocol detailed in Appendix 1 of the NP.</p> <p>3.3 He suggested that the Parish Council should establish a firm principle by influencing future use of the Chapel, and any other historic community asset proposed for disposal.</p> <p>3.4 Councillors felt that they couldn't get involved until there was an actual planning application, but could simply make Winkworth aware that the Neighbourhood Plan and planning protocols existed. It was disappointing that the Methodist Church had not engaged with the Parish before putting the Chapel up for sale.</p> <p>4. Mrs A'Bear said she had already referred a prospective land purchaser (the land ANT were hoping to buy that was now back on the market) to the Neighbourhood Plan.</p>	
2021/87 Statement of Accounts	<p>1.1 The Clerk had circulated the Statement of Accounts as prepared by the Accountants. These had been discussed by Councillors at the previous week's Annual Parish Council meeting (18th May). Councillors had pointed out a number of errors that needed to be corrected before they would approve them.</p> <p>1.2 The Accountants had made the necessary corrections and the revised accounts had been re-circulated.</p> <p>1.3 <u>Resolution</u>: The Chairman proposed that the Statement of Accounts be adopted. Seconded by Mr Lack. All Councillors voted in favour</p>	
2021/88	1.1 The Clerk reported that because the Parish Council's income and	

AGAR Exemption from External Audit certificate	<p>expenditure was under the £25,000 threshold, it could apply to the External Auditors for an exemption from the limited assurance review.</p> <p>1.2 The Clerk said that the AGAR (Annual Governance and Accountability Return) form still needed to be completed along with a number of other bank reconciliation forms, but the Parish Council could be exempted from any further review for the 2020-21 financial year.</p> <p>1.3 The Councillors had been circulated with a copy of the Exemption Certificate.</p> <p>1.4 <u>Resolution</u>: Mrs A'Bear proposed that we certify ourselves as exempt from the limited assurance review. This was seconded by the Chairman. All Councillors voted unanimously in favour of taking this step.</p> <p>1.5 The Chairman and Clerk then signed the Exemption Certificate.</p>													
2021/89 AGAR Governance Statement	<p>1.1 Councillors had been circulated with a copy of the completed Governance Statement of the Annual Return. Councillors agreed that it was a true record of the Council's governance.</p> <p>1.2 <u>Resolution</u>: Approval of the Governance Statement was proposed by Mr Lack and seconded by Mrs Vince. This was approved unanimously.</p> <p>1.3 The Chairman and the Clerk signed the Governance Statement.</p>													
2021/90 AGAR Accounting Statement	<p>1.1 The Councillors had been circulated with a copy of the Accounting statement as completed and signed by the Clerk prior to the meeting. The Clerk explained that the 2019-20 figures for "Staff costs" and "Other Payments" had to be marked "Restated" as they had been corrected from the previous year's amounts. The Councillors were happy with the explanation of why this had to be done.</p> <p>1.2 <u>Resolution</u>: Approval of the Accounting Statement was proposed by Mr Lack and Seconded by Mrs Heatley. All Councillors approved unanimously.</p> <p>1.3 The Chairman signed the Governance Statement.</p>													
2021/91 Financial Matters	<p><u>Financial Matters:</u></p> <p>1. <u>Council Insurance Renewal</u> The Clerk said that as we were tied into a 3-year agreement with the same insurers (agreed by the PC in 2019), we would need to accept the insurance proposal prepared by Came & Company with Hiscox insurers.</p> <p>2. <u>Sandridge Solar Farm Community Payment</u>. It was suggested that an editorial piece be put in Spotlight asking for suggestions for what this year's payment (due in the Autumn) should be spent on. There were already two possible ideas on the list.</p> <p>3. <u>Cheques for signature</u></p> <table border="0" data-bbox="472 1536 1155 1648"> <tr> <td>DCK Accounting</td> <td>£300.00</td> <td>Preparation of the Accounts</td> </tr> <tr> <td>Came & Company</td> <td>£395.02</td> <td>Council Insurance Renewal</td> </tr> <tr> <td>Community First</td> <td>£ 40.00</td> <td>Membership Renewal</td> </tr> <tr> <td>Mrs S Bond</td> <td>£636.87</td> <td>Clerk May salary</td> </tr> </table> <p>3.1 <u>Resolution</u>: Mrs Vince proposed acceptance of the cheques. Seconded by Mr Lack. All Councillors voted in favour</p> <p>4. <u>Bank Reconciliation</u> to end of April 2021 - £ 34,785.66</p>	DCK Accounting	£300.00	Preparation of the Accounts	Came & Company	£395.02	Council Insurance Renewal	Community First	£ 40.00	Membership Renewal	Mrs S Bond	£636.87	Clerk May salary	
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2021/92 Date of next meeting	<p>The Chairman thanked everyone for coming and closed the meeting at 9.45 pm.</p> <p>The date of the next meeting is 29th June 2021</p>													


Terry James, Chairman, Date: 29th June 2021