

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 24th September 2019 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr C James (Chairman), Mr W Lack, Mr J Padfield, Mr B Nicholls and Mr M Wiltshire

Also present: Mrs Sue Bond (Clerk), Mr Richard Jones (CA&ART), Mr George Clarke (Seend CL&AT), Lady Carola Thorpe and Kevin Rigg

Canal & River Trust Talk	<p>The Chairman welcomed to the meeting Mr Richard Jones, a Canal & Rivers Trust Waterways Operative for our region of the Kennet & Avon Canal. He gave a brief talk on their work.</p> <p>Mr Jones is part of a team of 9 waterways operatives who work on the canal between Wootton Rivers and Harnham, Bristol. He described them as the 'fixers of things' along the canal. In addition to his team, there are volunteers who help with the locks 21-17 as well as doing odd jobs such as painting and hedge cutting. There are paid contractors who do the hedge and grass cutting.</p> <p>He said that the Canal & Rivers Trust had gone through significant structural changes over recent years. We were now in the Wales & SW Region. As a consequence of the restructuring there was a reduction in staff numbers.</p> <p>The C&RT were now signed up as a Health & Wellbeing Charity and as such got the support of the government to help finance its work in promoting the health benefits to be had from visiting canals.</p> <p>He said that they have 'length inspectors' who check the structures and assets along the canal to see if any repairs are needed. The inspectors have a background in engineering. Mrs A'Bear mentioned the bridge in Spout Lane that needs to be checked.</p> <p>He was asked about the licences needed to have a boat on the canal. He said that there were 35,000 boats on the 2,000 miles of canal in England and Wales. There is only one type of licence which is a touring licence and this allows boaters to stay up to 14 days only in one spot. There are inspectors who check boats on a weekly basis to ensure that they are adhering to the mooring conditions, and will take action if a boat has not moved within the required time period. Boaters should be on a bonafide journey from place to place.</p> <p>Mrs A'Bear asked him about Local Heritage Sites, stating that they would like to include in the Neighbourhood Plan some of the special heritage features along the canalside and asked who she should contact to get their permission. Mr Jones offered to be the first contact.</p> <p>Mrs A'Bear also asked if the C&RT would be a consultee on the proposed bypass routes. Mr Jones confirmed that they would be.</p> <p>He confirmed that the C&RT would be supporting the nomination of the BRAG picnic area as a Local Green Space in Seend's Neighbourhood Plan. This was following a request for support by Melksham Without Parish Council.</p> <p>Finally, Mr Jones mentioned that the Kennet & Avon canal was a major feature in the Great West Way stretching from Bristol to London. It was part of an adventure journey being promoted that can be made by road, by rail, by boat, by bike and on foot.</p> <p>The Chairman thanked Mr Jones for his informative talk.</p>	
Agenda Item		Action
2019/266 Apologies for Absence	Mr Manning, Mr J Williams, Mrs C Vince and Councillor Seed	
2019/267 Declaration of Lobbying (i) Declaration of	(i) There were no declarations of changes to the Register of Interests, (ii) Mr Wiltshire declared an interest in the agenda item Allotments.	

<p>changes to the Register of Interests</p> <p>(ii) Declaration of interest in items on the Agenda</p> <p>(iii) Requests for Dispensation</p>	<p>Mr Lack declared an interest in planning application 19/05006/FUL</p> <p>(iii) There were no requests for dispensations.</p>	
<p>2019/ 268 Councillor Matters</p>	<p>Councillor Seed had answered a number of queries by email before the meeting, as he knew he would not be able to attend. These points have been added to relevant agenda items.</p>	
<p>2019/269 Minutes of the Previous Meeting</p>	<p>1. The Minutes of the meeting held on 27th August 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 Padfield and seconded by Mr Nicholls. All those Councillors who were present at the last meeting voted in favour of accepting the minutes.</p>	
<p>2019/ 270 Matters Arising Not Already on the Agenda</p>	<p>1. <u>Minute no: 2019/252.1</u> Spatial Planning Consultation event for review of Wiltshire Core Strategy – Mrs A’Bear and the Clerk will attend the 1st October event in Calne.</p> <p>2. <u>Minute no: 2019/252.2</u> Bus Stop Sign – agreed by Wilts CC. Will be installed in due course but not a priority.</p> <p>3. <u>Minute no: 2019/252.4</u> Ms Melanie Grace, Customer Community Advisor for Scottish & Southern Energy Network has agreed to speak at the October PC meeting.</p> <p>4. <u>Minute no: 2019/259.4</u> Lorries on pavement – letter from Wiltshire Concrete had been circulated to Councillors. Clerk to acknowledge letter and make clear that it was not the Parish Council who put the photograph on Seend Facebook page.</p> <p>5. Councillor Training organized by Keevil PC – Mr Lack and Mr Nicholls have agreed to attend.</p>	<p>Mrs A’Bear & Clerk</p> <p>Mr Nicholls & Mr Lack</p>
<p>2019/271 Items for Discussion from Members of the Parish</p>	<p>There were no items for discussion from members of the Parish.</p>	
<p>2019/272 Police Matters</p>	<p>1. PCSO Maggie Ledbury was unable to attend the meeting. Mrs Heatley gave the following Police report.</p> <p>2. <u>Incidents – August</u> 15 Aug - Vehicle seized - no insurance - A361 Seend. 30 Aug - Burglary - Canal, Seend.</p> <p>3. PCSO Maggie Ledbury, who is our first point of contact, is overseeing the coordination of pro-active patrols of rural locations by the area officers as there has recently been reports of poaching and criminal damage to farm and private land in her area at Steeple Ashton and Keevil.</p> <p>4. Following an enquiry from a Councillor at a previous meeting, she confirmed by email that vehicles cannot drive on a bridleway and that there is a £50 fine if caught. Vehicles can be driven on a byway with the permission of the landowner.</p>	
<p>2019/273 Neighbourhood Plan</p>	<p>1.1 Mrs A’Bear reported that they were in the final throes of the preparation of the Neighbourhood Plan. They hope to have a draft ready for approval by the November meeting. Once the PC has approved it, it will then go out for a Regulation 14 consultation for a minimum of 6 weeks.</p> <p>1.2 They are about to upload onto their website the locally valued Heritage Assets Report and parishioners can comment on this if they wish.</p> <p>1.3 Character statement is now on the website, and will need to be formally noted by the Parish Council.</p>	

	<p>2.1 <u>Green Space nominations</u> - Back in March, the PC owned allotments had been nominated as an important Local Green Space to be included in the Neighbourhood Plan. The Parish Council should have formally acknowledged the letter and confirmed that they were in support of this nomination.</p> <p>2. <u>Resolution</u>: The Chairman proposed that the Parish Council supported this nomination of the Parish Council allotments being given Local Green Space status in the Neighbourhood Plan. This was seconded by Mr Lack. All Councillors voted in favour.</p>	
<p>2019/274 CL&AT</p>	<p>1. Mr George Clarke, chairman of the Seend Community Land & Asset Trust gave an update on their progress.</p> <p>2. He confirmed that the option agreement on land owned by Park Farm had now been signed by White Horse Housing Association and the landowner. This is for land at the bottom end of Seend Cleeve. This option will be taken up if planning approval is given for the building of 11 houses. The agreed purchase price of the land includes a self build plot for the landowner. White Horse Housing Association will sell the land for £1 to the CL&AT and they will lease it back to White Horse Housing Association.</p> <p>3. They have appointed Peter Kent architects to draw up plans for the 10 houses. They hope to have a planning application ready by the end of the year. The next 3 meetings of the CL&AT will be key for discussions and consulting with the community about the plans.</p> <p>4. Mrs A'Bear suggested that once the plans had progressed so far, that they should organise a coffee morning in one of the village halls to show the plans, so that parishioners can give feedback. She also suggested that they should quantify people's responses, so that they can address any major concerns as the plans progress. She gave an example of how the NP committee had organised their own community consultations and collected opinion. Mr Clarke agreed that this would be a good idea.</p> <p>5. The Clerk said that, as the Parish Council did not have a meeting in December, this should be taken into account when timing the submission of a planning application. Mr Clarke made a note of this point.</p>	
<p>2019/275 Highway Matters</p>	<p>1.1 <u>CATG Requests</u>: The Chairman reported that Clerk had submitted 3 of the Highway Improvement Requests, agreed at the last meeting, to go on the Community Area Transport Group's Agenda for their October meeting. This included the following: village gateways, a speed reduction to 40mph down Bollands Hill/Station Road, and a pedestrian crossing sign by the Church Crossing. She had also had an email discussion with the Senior Highways Engineer about what measures could be taken to improve the signage on Bell Hill. He had said that the PC needed to submit a Highway Improvement Request so that it could be further discussed at the CATG meeting. Councillors agreed that the Clerk should also submit this request.</p> <p>1.2. Prior to the meeting, the Clerk had asked Councillor Seed for feedback on the Highway Improvement Requests submitted. He had said that it was unlikely to get CATG funding for the village gateways. He also said that the request for a speed reduction on Bollands Hill had been discussed before, but Wiltshire Council had not supported this. So it was uncertain whether they would have a change of mind on this issue. He was uncertain whether a pedestrian crossing sign would meet the criteria for road signage.</p> <p>1.3. The Clerk said it would be up to CATG members to approve the requests and for the Highways Engineer to assess the feasibility of them.</p> <p>1.4. As the Chairman and the Clerk were unable to attend the meeting, Mrs A'Bear agreed to attend along with Mr Williams.</p> <p>2. <u>Comparison of Metro Counts</u> between High Street and Sells Green The Clerk had been asked to do a comparison of the data collected from the two metro counts in the High Street and Sells Green. Whilst the counts</p>	<p>Clerk</p> <p>Mrs A'Bear & Mr Williams</p>

	<p>were not done at exactly the same time (High Street 4-10 Feb 2019 and Sells Green 4-10 Nov 2017), so could not be truly comparable, they were both week-long studies. The comparison showed that both routes had a fairly similar number of vehicle types, particularly HGVs. Clerk to put the comparison on the website.</p>	Clerk
<p>2019/275 Planning</p>	<p>1. <u>Planning Application updates</u></p> <p>1.1 <u>Blossom Hill (Land on A361)</u> – It was reported that, following on from the Temporary Stop Notice, the landowner had been served an Enforcement Notice that requires him to return the land to its former contours and to re-seed the land. Following a return of the diggers on the land on the site which had raised a lot of concern, both Councillor Seed and the Clerk had contacted the Planning department of Wilts CC. The Clerk had the following response: <i>“The last communication received from the owner of the land was that they intend to comply with the requirements of the Enforcement Notice in the coming weeks and therefore taking this on face value, some work on the site, re-instating land levels can be expected. I viewed the site yesterday and there did not appear any new work other than some very remedial works on the cut edge of the escarpment to re-instate the slope. We will continue to monitor the site moving forward and by all means come back to us if you believe that unauthorised works, rather than re-instatement, are taking place.”</i></p> <p>1.2 Councillor Seed confirmed in an email that the Enforcement Team were being very proactive and monitoring this site very closely. The current work is moving the land back towards its original contours. He said that whilst we cannot prevent illegal activity, we can enforce against it as Wiltshire Council is currently doing.</p> <p>1.3 The Clerk was asked to keep in touch with the planning enforcement team.</p> <p>2. <u>19/05006/FUL: Seend Post Office - Revised Plans</u> Proposal: Demolish shop and store buildings and rebuild to provide shop, café and Post Office with amenity space.</p> <p>2.1 All Councillors had looked at the revised plans which had been advised by the Conservation Officer. They had also been circulated with further comments from a concerned near neighbour.</p> <p>2.2 Mrs Heatley made the following point. Most households, except in the most isolated rural locations, will be overlooked to some degree. In close knit situations, householders tend to have much lower levels of privacy than in more spacious suburbs. The contentious area in the plans is a stairwell and not a main room ie. living room or bedroom and therefore the view from the stairwell would not be intrusive or direct. However, obscure, glazed glass would minimise neighbours’ concerns of overlooking their garden and although the plans do not mention this, our understanding is that this stairwell will be glazed. Further, No 3 and No 4 are not directly linked neighbours as there is a driveway between the PO building and No 4 so this space will minimise any overlooking.</p> <p>2.3 <u>Resolution:</u> Mr Padfield proposed that we approve the planning application giving the above response. This was seconded by the Chairman. Mr Lack, having declared an interest, did not vote and Mr Wiltshire abstained. All other Councillors voted in favour of the revised application being approved.</p> <p>3. <u>19/08993/TCA - Piskey Cottage, High Street, Seend SN12 6NU</u> Proposal: Laurel trees – cut back to boundary.</p> <p>3.1 <u>Resolution:</u> Mr Lack proposed that this application be approved. Seconded by Mrs A’Bear. All Councillors voted in favour.</p> <p>4. <u>19/08998/TCA – Elm Cottage, Seend Hill, Seend SN12 6RU</u> Proposal: Ash Tree - Fell</p>	

	<p>4.1 <u>Resolution</u>: The Chairman proposed that this application be approved. Seconded by Mr Lack. All Councillors voted in favour.</p>	
<p>2019/276 Community Governance Review</p>	<p>1. Councillors had been circulated with a copy of Melksham Without Parish Council's request for a boundary review. They want to move the existing boundary between Seend Parish and Melksham Without Parish to follow the Kennet & Avon Canal further eastwards from Melksham Park Farm to the drain running northwards towards Carnation Lane, to encompass all the farmland north of the canal and the BRAG canalside picnic area. Although they do not mention it, as a consequence, it would also include Giles Wood.</p> <p>2. MWPC strongly believe that the BRAG picnic area and bridleway belongs in their Parish. It is managed by Bowerhill residents and financially supported by Melksham Without Parish Council.</p> <p>3. Melksham Without Parish Council had requested this boundary change during the last Community Governance Review in 2015. Seend Parish Council had fought against this in 2015. Wiltshire Council refused to make the change then.</p> <p>4. The Clerk wrote to Mrs Giles, owner of Giles Wood, asking for her views on this latest request. Her response was read out to the Councillors. She is strongly opposed to Giles Wood being moved in Melksham Without Parish, for the same reasons she was in 2015. She expressed her willingness to speak at any public consultations to put on record her objections.</p> <p>5. The Councillors agreed with the views of Mrs Giles. Some concern was also expressed that with a possible bypass coming close to this part of our parish boundary, and the fear of further housing development, that it was important that this area remain inside our rural parish and not be moved into Melksham.</p> <p>6. <u>Resolution</u>: The Chairman proposed that Melksham Without Parish Council's request for the boundary change should be opposed by Seend Parish Council. This was seconded by Mrs Akerman. All Councillors voted in favour of this resolution.</p> <p>7. Councillor Seed had earlier confirmed to the Clerk by email, that he would support Seend Parish Council if they wanted to oppose the boundary change as he had supported them in 2015.</p> <p>8. The Clerk to give our initial response to the Wiltshire Council and to prepare a fuller response with reasons for our opposition to be submitted when needed.</p>	<p>Clerk</p>
<p>2019/277 Allotments</p>	<p>1.1 <u>Allotment Hedge</u> - The Clerk had received a quote from a local contractor to cut the allotment hedge for £85. He has cut the hedge for the last few years.</p> <p>1.2 <u>Resolution</u>: The Chairman proposed this be approved. Seconded by Mr Padfield. All Councillors approved. Mr Wiltshire to contact the contractor.</p> <p>2.1 <u>Compost Bins</u> – the Clerk asked the Councillors for their approval for the purchase of 4 compost bins. It was suggested that rather than buy them, to see if Mr Williams could make some out of pallets. But if not possible, then for the Clerk to be given approval to buy some.</p> <p>2.2 <u>Resolution</u>: The Chairman proposed the above course of action, seconded by Mrs Heatley. All Councillors agreed.</p>	<p>Mr Wiltshire</p> <p>Clerk</p>
<p>2019/278 Correspondence</p>	<p>1. Melksham Area Board are inviting people to engage in their community and influence decisions by completing a short survey. The survey gives a long list of possible priorities from which 5 should be selected. The results from the survey will be used to help inform local priorities for the next 3 years. The Clerk asked for all Councillors to complete the survey on line. The Clerk to put on the website and noticeboards.</p> <p>2. Wiltshire Council Governance Services have issued an updated Code of Conduct Complaints Process. This will effect the Parish Council's own code of conduction complaints procedures.</p>	<p>Clerk</p>

	3. Letter of thanks from Clare Perry MP who will be stepping down after the next election																						
2019/279 Financial Matters	<p>1. There were 7 cheques for signature:</p> <table border="0"> <tr> <td>Camelot Media Ltd</td> <td>£37.00</td> <td>NP Website update (June cheque wrongly written)</td> </tr> <tr> <td>Camelot Media</td> <td>£36.00</td> <td>NP website updates Aug & Sept – 2 invoices)</td> </tr> <tr> <td>PFK Littlejohn LLP</td> <td>£240.00</td> <td>External Auditing of Accounts & Governance</td> </tr> <tr> <td>Mr John Williams</td> <td>£70.19</td> <td>Materials for renovation of bench at top of The Pelch</td> </tr> <tr> <td>Mrs S Bond</td> <td>£606.58</td> <td>Clerk Sept Salary & office allowance</td> </tr> <tr> <td>Mrs S Bond</td> <td>£ 37.69</td> <td>Clerk expenses July-Sept</td> </tr> <tr> <td>Potterton Assoc Ltd</td> <td>£1,030.68</td> <td>NP Landscape study</td> </tr> </table> <p>1.1 <u>Resolution</u>: Mrs Akerman proposed acceptance of the cheques. Seconded by Mrs A'Bear. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of August - £ 22,303.33</p> <p>3.1 External Auditors Report – The Clerk reported that the audit of the Parish Council's governance and accounting procedures had been completed. The External Auditors had declared "<i>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 the relevant legislation and regulatory requirements have not been met. And that there were no other matters of concern.</i>"</p> <p>3.2 The Conclusion of Audit Notices had been put on the website, and noticeboard by the PO and mentioned in the October issue of Spotlight.</p> <p>4. <u>Sandridge Solar Farm Community Benefit Payment</u> – the Clerk reported that she had received notification that this was now due and would be £1026.49. Councillors would need to decide what it should be spend on. The clerk had suggested that the circular bench at the top of Love's Lane was in need of replacement and that she had got some quotes. To be further discussed at the Precept budget meeting.</p>	Camelot Media Ltd	£37.00	NP Website update (June cheque wrongly written)	Camelot Media	£36.00	NP website updates Aug & Sept – 2 invoices)	PFK Littlejohn LLP	£240.00	External Auditing of Accounts & Governance	Mr John Williams	£70.19	Materials for renovation of bench at top of The Pelch	Mrs S Bond	£606.58	Clerk Sept Salary & office allowance	Mrs S Bond	£ 37.69	Clerk expenses July-Sept	Potterton Assoc Ltd	£1,030.68	NP Landscape study	
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2019/280 Items for note	<p>1. Mr Wiltshire asked for it to be reported that close to the BT manhole opposite the entrance to Seend Park, there was a large lump of tarmac loose. Clerk to report.</p> <p>2. The Chairman reported that he had attended the AGM of the Community Centre.</p> <p>3. Vicarage Wall in Rusty Lane – Latest update from Salisbury Diocesan Surveyor – they will begin work soon. Mouldings are meeting the stonemasons on Monday to look at it and agree the works.</p>	Clerk																					
2019/281 Date of next meeting	<p>There being no other business, the Vice Chairman closed the meeting at 9.26pm</p> <p>The date of the next meeting is 29th October 2019</p>																						

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CHAIRMAN

Date: 29th October 2019