



	<p>enquire if Animal Health could do anything about it.</p> <p>Pot Holes in Rusty Lane – the chairman asked Councillor Seed for advice on how to get the pot holes fixed, as their size and number were of great concern. The vice-chairman reported that the pot holes had been put on the parish steward’s list and also reported through the MyWiltshire app, but that no action had been taken. Whilst there was some doubt as to the county council’s responsibilities and about whether the road was adopted, the chairman reported that Wiltshire County Council had fixed the pot holes in the past. He said that the top spit belonged to highways, but that the land below was owned by 3 different landowners.</p> <p>Councillor Seed asked the vice-chairman to send him photographs of the pot holes and the MyWiltshire report numbers and he would see what he could do at county level. He suggested that the parish council have a plan of action should the response be negative. One councillor suggested that the parish council take some voluntary measures to carry out some temporary repairs. Councillor Seed said that it would most likely be possible to get some road plainings to help facilitate this course of action.</p> <p>The clerk was asked to find out where the boundaries and in whose ownership they are.</p> <p>Rights of Way support – Councillor Seed was asked what financial support could be given for the maintenance of the rights of way network in the village, now that the rights of way would no longer be annually walked by the county council’s rights of way team. He suggested applying for a grant through P.I.G and if that didn’t work then to apply through CATG, wording it such that the grant request would be for renewal and not repairs.</p> <p>Councillor Seed was thanked for his continued support of Seend Parish Council and for his dedication in attending most of the meetings throughout the year.</p>	Clerk
<p><b>2016/ 149</b> Items for discussion from members of the Parish</p>	<p>These items to be reported under the Highways/Footpath matters.</p>	
<p><b>2016/150</b> Chairman’s comments</p>	<p>Following an email from a resident the chairman had asked the clerk to investigate whether the parish council was compliant with all aspects of the Data Protection Act. The clerk reported that the council is registered with the ICO and does conform to the requirements. The clerk also reported that the webmail hosting company was ISO compliant. Now that the new clerk has a dedicated computer owned by the parish council, all council matters would be kept on this computer and not on a personal computer. The clerk is the first point of contact for all enquiries to the council. When it is necessary to answer a resident’s issue, the correspondence may be passed onto council members via email. But all council members have to comply with the “Code of Conduct” on confidentiality. The clerk also contacted the SLCC and outlined the current working methods of the council in relation to emails, etc. The SLCC did confirm that the parish council was compliant.</p> <p>The chairman asked for it to be noted that he still had some reservations about councillors using personal email addresses to receive council business.</p> <p>The Clerk reported that the Data Protection Act 1998 was in the process of being updated, and that any act that superseded it would need to be checked to ensure the council remained compliant.</p> <p>Chairman to respond to the resident.</p> <p>The chairman requested that the parish council appoint a footpaths officer to take responsibility for rights of way issues. Councillor Vaux volunteered to take the job on.</p> <p>The chairman reported that Councillor Manning would be stepping down from his role on the Neighbourhood Planning Committee. The chairman thanked Mr Manning for all the work he had done over the past two years. With Mr Manning stepping down, this no longer meant that the NPG committee was top heavy with council representation.</p> <p>Tree Matters at the Allotment - The chairman reported that he and the clerks had met with the resident and a contractor to discuss the work needed to clear the remaining vegetation that had been cut down earlier in the year. The aim was to</p>	

	<p>have the work done by the end of December.</p> <p>The chairman reported that he had been contacted by Jo McManus, the Liberal Democrat candidate, about the highways issues raised by the SRSI report.</p> <p>It was reported that the Lye Field Trustees had met with a barrister and a solicitor regarding the right of way dispute on the Lye Field.</p> <p>The WI had received a quote for the demolition of the WI Hall, that was in the region of £8,000-£10,000.</p>	
<b>2016/151</b> Minutes of the previous meeting held on 25 <sup>th</sup> October 2016	<p>The minutes of the previous meeting held on 25<sup>th</sup> October 2016 had been circulated to all councillors and were taken as read.</p> <p>Acceptance of the minutes was proposed by Mr Wood and seconded by Mrs A'Bear, agreed unanimously.</p>	
<b>2016/152</b> Matters arising	<p>VAS – It was reported that this was now working correctly.</p> <p>The Bell Inn – an article had now appeared in the December issue of Spotlight asking for comments from residents.</p> <p>Defibrillator - It was reported that the Defib Unit, training kit and cabinet had now been bought and was at the community centre. The vice-chairman reported that he had received 2 quotes from electricians for the installation. He reported that one quote from Wrilec of Melksham had offered to install the unit at cost (approx £130), with no labour charges.</p> <p>Mr Wood proposed that the council accept the quote from Wrilec, seconded by Mr Rigg and unanimously agreed. With the next council meeting in January the council agreed that a cheque could be raised to pay for the work so that it can be carried out before the next meeting, to be ratified at the January meeting.</p> <p>The vice-chairman asked that the Defibrillator Project be kept on the agenda as there would continue to be ongoing issues with it.</p> <p>The next step would be to set up and run some CPR/defibrillator awareness sessions. The vice-chairman suggested 6 sessions initially and that these would probably take place at the Community Centre. It was proposed to advertise them using posters and Spotlight. Councillor Akerman offered to help with the organisation.</p> <p>Asset Register – This had been circulated to all councillors. One councillor suggested that it should be updated, with details of ownership and what assets might need renovation. The layout of the register to be changed to a table format so that additional information could be added and a possible link to the Risk Register. The clerk to make the necessary changes and to add Defib unit to the list.</p> <p>Salt – Councillor Manning said he will be collecting salt from the Mere Depot on Monday 5<sup>th</sup> December.</p>	<p>Mr Wood</p> <p>Clerk</p> <p>Mr Wood &amp; Mrs Akerman</p> <p>Clerk</p> <p>Mr Manning</p>
<b>2016/153</b> Neighbourhood Plan Update & Housing Needs Survey	<p>Councillor A'Bear thanked Mr Manning for his support for the NPG. She reported that the Housing Needs Survey had been discussed at the meeting the previous week. The group now recommend that it is approved and finalised in order that Wiltshire Council can add the revised version to their website; this should include the addendum of questions asked by the NPG. The conclusion of the survey is that 5 affordable homes are needed in the parish of Seend. Acceptance of the revised version of the Housing Needs Survey was proposed by Mrs Akerman and seconded by Mrs A'Bear, unanimously agreed.</p> <p>The Clerk was asked to contact Katharine Stethridge Service Development Officer for the Housing Strategy Team, Wiltshire CC, to confirm that adoption had been approved, and to emphasise that publication must include the additional questions.</p>	Clerk
<b>2016/154</b> Area Board & CATG	<p>Thanks were passed to Councillor Carr for attending the CATG meeting at short notice. She reported that if the CATG did not spend all its allocated money by the end of the financial year, it would go back to the county council.</p>	
<b>2016/155</b>	<p>The chairman reported that a closed meeting with the Planning Agents WYG</p>	All

Meeting with WYG	would be taking place on Monday 5 <sup>th</sup> December. The meeting to include representatives from the Parish Council, Trustees of the Lye Field and the Neighbourhood Plan Group.	councillors
<b>2016/156</b> BT Consultation Paper	<p>The clerk reported that there was now just one red telephone box to be discussed as the one at Sells Green had already been adopted by the Community Heartbeat Trust. The clerk was asked to contact the CHT to see what they are planning to do with it.</p> <p>Mr Wood proposed that if BT do remove the telephone equipment, the Parish Council should apply to adopt the kiosk in The Lye for £1. Seconded by Mrs A'Bear and unanimously agreed. The Clerk to make the request to Wilts CC/BT</p>	<p>Clerk</p> <p>Clerk</p>
<b>2016/157</b> Parish Clerk's Training, Contract of Employment and Phone	<p>The new Clerk's contract of employment was circulated to the council. Mr Rigg proposed the council's acceptance of the contract, seconded by Mr Wood, unanimously agreed. The contract of employment was duly signed by the new Clerk and the Chairman.</p> <p>The Clerk reported that a re-conditioned laptop had been bought from Mr Owen Burton who had only charged a nominal sum of £10. The council expressed their thanks to Mr Burton for such a generous offer.</p> <p>The Parish Council voted unanimously in favour of purchasing, with a budget of up to £50, a mobile phone for use by the Clerk for solely council matters.</p>	
<b>2016/158</b> Parish Steward Tasks	<p>Councillor Manning reported that the next visit from the Parish Steward would be 21<sup>st</sup>/22<sup>nd</sup> December. He expressed frustration that it was difficult to contact the parish steward direct and that the only issue that had so far been addressed was some ditch clearance near New Buildings in Seend Cleeve and that this was not even on the list.</p> <p>The Parish Council procedure for raising jobs for the Parish Steward to do, would be to send Mr Manning any issues of concern, he would then draw up a list of priorities to be brought to the next council meeting, and if approved, to be passed on to the Parish Steward via Andy Cadwallader, the County Council Highways Engineer.</p> <p>Issues raised at this council meeting included: the overgrown footpath running from the Stocks to Seend, pot holes in Rusty Lane, moss on path near Cooks Close, spring water in Spout Lane.</p>	
<b>2016/159</b> Highways/Footpath Matters	<p>Spring water running down Spout Lane – the clerk was asked to raise it as an issue, so that it could then be brought before a CATG meeting.</p> <p>Parking in Spout Lane – nothing further to report at this stage, but the sub-committee will present a report at the next meeting.</p> <p>Footpath SEEND6 – correspondence from residents received, complaining that access had been blocked by barbed wire across the gate. Although on occasions the gate had been open causing cattle to escape. Senior RoW Warden Paul Millard had an inspection carried out and found the gate to be clear, but suggested that a kissing gate be installed at a cost to the parish council of £218.</p> <p>The chairman and Mr Vaux offered to inspect the right of way and report back at the next meeting.</p> <p>The clerk was asked to get 12 copies of the most current Seend rights of way map from the Rights of Way department of Wiltshire County Council.</p> <p>Signage in The Pelch – a resident had emailed the council expressing concern at the increased road traffic use of The Pelch and the danger it posed to walkers and horse-riders. Whilst she did not want the road taken off sat nav systems, she suggested that additional signage might be beneficial. Following a discussion the council concluded that there were already enough signs in place and that any additional signs would be counter-productive, but that they would keep the situation under review. The clerk to respond to the resident.</p>	<p>Clerk</p> <p>Sub-committee</p> <p>Mr Murch &amp; Mr Vaux</p> <p>Clerk</p> <p>Clerk</p>
<b>2016/160</b> Planning Matters	<p><u>Application Ref: 16/09139/FUL</u> Site Location: Totterdown Farm Bath Road Seend</p> <p>Agricultural building - RSJ shed - for use of storage of material, straw bales, housing of livestock.</p> <p>2 councillors declared an interest. Acceptance proposed by Mr Manning, seconded by Mr Rigg. Agreed with 2 abstentions.</p>	

	<p><u>Application Ref: 16/10424/FUL &amp; 16/10691/LBC</u>  Site Location: The Lodge Church Lane Corner High Street Seend</p> <p>Proposed fenestration alterations, new log store, internal alterations, new kitchen lantern &amp; roof, alterations to entrance gates</p> <p>Acceptance proposed by Mrs Carr, seconded by Mr Wiltshire, unanimously agreed.</p> <p><u>Application Number: 16/10636/FUL</u>  Site Location: Equestrian Heights Berhills Lane Seend Wiltshire</p> <p>Erection of an equestrian manager's dwelling and the permanent retention of the existing log cabin for use by customers (Resubmission of 16/03383/FUL)</p> <p>After some lengthy discussion it was proposed by Mr Wood and seconded by Mr Wiltshire, that the council reiterate its decision from April 2016 council meeting that:</p> <p>"the parish council in accepting the application, requests that there is an equestrian tie on both the new dwelling and the log cabin, also that the log cabin not be used as holiday accommodation." 5 councillors voted in favour of this condition, 2 opposed and 2 abstained. Therefore the council agreed to put this condition forward in its response.</p> <p><u>Application Ref: 16/11218/TCA</u>  Site Location: Manor Field House High Street Seend</p> <p>Proposal: T1 - Ash tree &amp; T2 - Sycamore tree &amp; T6 - Sycamore tree - crown reduction 20% &amp; remove deadwood T3 &amp; T5 - Horse Chestnut trees - crown lift &amp; remove deadwood. T4 - Cherry tree - crown reduction 20%</p> <p>Acceptance proposed by Mrs A'Bear, seconded by Mr Manning, unanimously approved.</p>																															
<p><b>2016/161</b>  Financial matters</p>	<p>There were 10 cheques for signature:</p> <p>(a) Cheques for signature:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Defib Store Ltd</td> <td style="width: 33%;">£598.80</td> <td style="width: 33%;">Defib Cabinet</td> </tr> <tr> <td>Owen Burton</td> <td>£ 10.00</td> <td>PC Laptop</td> </tr> <tr> <td>Mrs S Bond</td> <td>£290.26</td> <td>Clerk's Salary November</td> </tr> <tr> <td>Mrs R Fisher</td> <td>£355.06</td> <td>Clerk's Salary November</td> </tr> <tr> <td>Mrs S Bond</td> <td>£290.06</td> <td>Clerk's Salary December (post dated)</td> </tr> <tr> <td>Mrs R Fisher</td> <td>£355.06</td> <td>Clerk Salary December (post dated)</td> </tr> <tr> <td>Grant Thornton</td> <td>£120.00</td> <td>External Auditing</td> </tr> <tr> <td>SLCC</td> <td>£114.00</td> <td>Finance Course for new Clerk</td> </tr> <tr> <td>HMRC</td> <td>£ 80.00</td> <td>PAYE (November)</td> </tr> <tr> <td>HMRC</td> <td>£ 80.20</td> <td>PAYE (December)</td> </tr> </table> <p>Acceptance of cheques proposed by Mr Manning and seconded by Mrs A'Bear, unanimously approved.</p> <p>(b) A bank reconciliation to the end of September had been circulated to all Councillors; this showed that there is £20,005.63 in the Parish Council's accounts.</p> <p>(c) Precept  Mr Manning proposed that the Precept be set at £13,256, seconded by Mr Wood. 8 voted acceptance of the Precept with 1 abstention. The Precept form to be returned to Wiltshire Council.</p>	Defib Store Ltd	£598.80	Defib Cabinet	Owen Burton	£ 10.00	PC Laptop	Mrs S Bond	£290.26	Clerk's Salary November	Mrs R Fisher	£355.06	Clerk's Salary November	Mrs S Bond	£290.06	Clerk's Salary December (post dated)	Mrs R Fisher	£355.06	Clerk Salary December (post dated)	Grant Thornton	£120.00	External Auditing	SLCC	£114.00	Finance Course for new Clerk	HMRC	£ 80.00	PAYE (November)	HMRC	£ 80.20	PAYE (December)	
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<p><b>2016/ 162</b>  Items for note</p>	<p>Asset Register – To be updated and format to be changed.</p> <p>Pot Holes – to investigate how the council can repair if Highways refuse to do the work.</p> <p>Defib Awareness session to be organised. Mr Wood and Mrs Akerman to organise and to liaise with another volunteer who had come forward to help with training and maintenance of the Defib unit. Decision to be made on where to erect signage.</p>	<p>Clerk</p> <p>Mr Manning</p> <p>Mr Wood &amp; Mrs Akerman</p>																														

	Grit Spreader – it was reported that this was currently broken but was in the process of being repaired. Not yet received any email alerts requiring salt spreading action.	Mr Wiltshire
	Councillor Profile – Mr Manning to send profile for February issue of Spotlight	Mr Manning
<b>2016/ 163</b> Date of next meeting	<b>Tuesday 31<sup>st</sup> January 2017</b>  There being no other business, the Chairman closed the meeting at 11pm	

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**VICE CHAIRMAN (in absence of Chairman)**  
**Date: 31<sup>st</sup> January 2017**