

SEEND PARISH COUNCIL

Minutes of the virtual meeting held on Tuesday 28th July. This was undertaken using ZOOM with all Parish Councillors attending remotely from their respective homes.

Present: Mrs A'Bear, Mrs P Akerman, Mrs A Heatley (Acting Chairman), Mr Terry James (from Canada) Mr W Lack, Mr B Nicholls, Mrs C Vince, Mr J Williams and Mr Wiltshire,

Also Present: Sue Bond (Clerk) Councillor Jonathon Seed, Lady Carola Thorpe, Mr Matthew Job and Ms Katie Barratt.

Agenda Item		Action
2020/100 Apologies	Mr J Padfield and Mr P Manning	
2020/101 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 Wiltshire declared an interest in planning application 20/05164/TCA. (iii) There were no requests for dispensations.	
2020/ 102 Local Councillor Matters	Councillor Seed gave a brief summary of the Melksham Stakeholders Area Board meeting which looked at how the various organisations can move forward from Covid19 Response to Covid19 Recovery. There were productive discussions on what the priorities for recovery are as the lockdown eases. This is in terms of our economy, health and wellbeing, care, education and community recovery? The stakeholders included business community groups, town and parish councils, police, GPs, healthwatch, housing associations, care homes. The lockdown period, resulted in many vulnerable individuals being indentified in the Melksham area who would still need ongoing support. Discussions took place on how best to do this. The next Area Board meeting will be on 8 th September.	
2020/103 Minutes of the Previous Meeting	The Minutes of the meeting held on 30 th June had been circulated to all Councillors. <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs A'Bear and seconded by Mr Lack. All Councillors agreed the minutes were an accurate record.	
2020/104 Matters Arising Not Already on the Agenda	1. <u>Sign at Inmarsh Lane</u> (minute no: 2020/87.1) – the sign was renovated by Mr David Hiscocks. The Clerk has now sent a letter of thanks. 2. <u>Finger Post, Love Walk</u> (minute no: 2020/87.2) Frank Teasdale given the go ahead and it is now a work in progress. According to reports on Facebook, the lettering which is being done by Nathan Hamblin is looking very good. 3. <u>Safe Custody Deeds</u> (minute no: 2020/87.5) – the Clerk went into the bank and spoke to a member of staff. She said that they would not be able to write a letter of confirmation, but that it was definitely recorded on our files, that there is no longer a charge for the safe keeping of the deeds. I asked if we could see the deeds so we can scan them, and was told that if two signatories went to the bank to ask, then they would be posted to one of them. The deeds could then be returned. Councillors agreed that this would be a good thing to do, but for the Clerk to see if it could be done via a letter signed by two signatories. 4. <u>Static Caravans</u> (minute no: 2020/– The Clerk has sent an email to planning enforcement. 5. <u>New PC website</u> – (minute no: 2020/87.7) a work in progress. 6. <u>Flood Plan</u> (minute no: 2020.89.3) – sub-committee to arrange a date to meet.	Clerk Clerk Clerk & sub-committee

	<p>7. <u>Melksham Neighbourhood Plan</u> – Reg 14 Consultation. (minute no: 2020/89.4) A letter has been sent to clerks of Melksham TC and Melksham Without. The letter stated that whilst the PC did not wish to make a formal response, we congratulated them on producing a thorough and comprehensive document.</p> <p>8. <u>Parking Restriction white lining</u> (minute no: 2020/90.3) – the Clerk has contacted the two residents. They have now sent in photographic evidence which will be added to a Highways Improvement Application to apply for white parking restriction lines to be painted across the private driveway next to the Post Office.</p> <p>9. <u>Circular Bench</u> (minute no: 2020/92.1.2) – now ordered. The likely delivery date will be 17th September. Mr Lack has kindly agreed that it can be delivered to Altfield, close to Love Walk. The Councillors were happy with the wording for the two plaques.</p> <p>10. <u>Replacement Slats</u> for benches (minute no: 2020/92.2) - The Clerk had requested a quote from a reclamation yard for the costs of slats, the same that had been purchased for the bench at the top of the Pelch. Whilst no response had yet been received. Mr Williams said he was happy to purchase them on the PC's behalf as he had done last year. The PC to then reimburse Mr Williams. Councillors were happy with this course of action. The slats will replace those on the benches by Dial Close and Bradley Lane.</p> <p>12. <u>Replacement Noticeboard for Seend Cleeve</u> (minute no: 2020/92.2.2) – the Clerk has begun to research prices. She will present costings at the next meeting.</p> <p>13. <u>Internal Audit Recommendation</u> (minute no: 2020/93.1.2) regarding the receipts and payments accounting basis, Clerk still to write to the accountants.</p> <p>14. <u>External Auditing</u> documents sent to External Auditors and we are now in the 6 week period where members of the Parish can ask to look at the accounts.</p> <p>15. <u>Vicarage Wall</u> – (minute no: 2020/96.2) Work has begun on fixing the wall.</p> <p>16. <u>Virtual Seend Flower Show</u> (minute no: 2020/998.1) – Anyone who can access the Village Facebook would have seen the many contributions that have been placed on there. There is some excellent talent in our village. Mrs Vince said that a “Seend snake of pebbles” was being created from the Post Office along the High Street. Children are invited to decorate a pebble and add it to the snake.</p> <p>17. <u>Parking on the green in The Lye</u> (minute no: 98.3) – Aster has been contacted. They have agreed to replace the missing bollard. The Clerk will put a note in Spotlight asking residents not to park on the green, which is now a recognised Local Green Space in the Neighbourhood Plan.</p> <p>18. <u>Methodist Chapel</u> (minute no: 2020/98.5) – Jamie Hiscocks has just cut the grass and a note has been put in the August/September Spotlight to ask if there was any interest from the Parish in helping to maintain the graveyard. The neighbour is also in the process of cutting back the conifer hedge.</p>	<p>Clerk</p> <p>Mr Williams</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>2020/105 Police Matters</p>	<p>Mrs Heatley (Acting chair) gave the following report.</p> <p>3 Jul - Lorry shed its load, steel rods or similar, going round the bend at the Three Magpies corner. Not sure if this has been reported but Sue has added it to her accident list.</p> <p>4 Jul – In Berhills Lane, offenders have gained entry by an unknown means to a parked and unattended vehicle and stolen trimming equipment including operator harness and face protection visor.</p> <p>18 Jul – On Bell Hill, a male cyclist had a cardiac arrest trying to get up the hill. He was airlifted to Bristol but was not from Seend.</p> <p>22Jul – industrial accident behind the Post Office whereby the side of the garage wall fell onto a workman.</p> <p>PCSO Janet Gould has been putting up notices on field gates re: responsible dog walking. She has also carried out long patrols on the canal tow path and up to Seend Cleeve, Pelch Lane, Spout Lane and return on pushbike.</p>	
<p>2020/106 Neighbourhood Plan</p>	<p>1.1 <u>Version 4 of the Neighbourhood Plan</u> had been circulated to the Parish Councillors prior to the meeting. Mrs A'Bear said that, subject to a few minor tweaks at their next meeting on 4th July, this was pretty much the final version of the Plan. She expressed relief that the Neighbourhood Plan was now very close to being completed. All the Regulation 14 consultation drafts and appendices would be removed from the home page and archived. The final Plan and evidence base will be uploaded onto the Home page. There would need to be a discussion in the future as to whether the Parish Plan website needed to be continued or whether the content could be incorporated into the new Parish Council website. She said that the Parish Council now needed to formally sign off the Plan as complete.</p> <p>1.2 The Councillors congratulated Mrs A'Bear and the steering committee for their hard work and dedication in producing such an important and valuable document for the Parish and were happy to approve and sign off Neighbourhood Plan as the final version.</p> <p>1.3 <u>Resolution</u>: Mr James proposed that the Version 4 and subsequent versions of the Seend Parish Neighbourhood Plan be signed off as the completed Plan. Seconded by Mr Nicholls. All Councillors voted in favour.</p> <p>2. <u>Copyright for the Neighbourhood Plan</u> - Following an enquiry from a parishioner about protecting the copyright of Seend Parish's NP, the response from Place Studios Ltd was as follows: "On the inside cover of the Plan we have text to address copyright related to the maps as necessary along with a statement about the purpose and use of the NHP. See text in blue below. We've checked the Wiltshire Core Strategy when Carola asked this question at Reg 14 stage (an equivalent document to the NHP produced by your Local Planning Authority) and they only have copyright information linked to the maps. Should the SG or Parish Council think anything further is necessary we can add further details linked to copyright on the inside cover."</p>	
<p>2020/107 Highways</p>	<p>1. The Clerk said there was nothing to report as all CATG normal work has been suspended whilst highways officer resources are re-directed to the COVID response projects that will provide safe cycle routes.</p> <p>2. The next CATG meeting was scheduled for 24th September.</p> <p>3. Mrs A'Bear had identified a pothole in the newly resurfaced road opposite Seend Park. This was reported through MyWiltshire. It provided an opportunity for the Clerk to meet with Highways technician Stuart Renfrew who needed help in identifying the location. Mr Renfrew is a technician for Wiltshire Council highways and transport and the main highways chap the clerk contacts with any highway problems.</p>	
<p>2020/108 Planning Applications</p>	<p>1. <u>Planning Updates</u></p> <p>1.1 <u>20/03314/FUL Rew Farm</u> - approved by Wiltshire Council with conditions, one of which is it must be for holiday lets and not permanent residence.</p> <p>1.2 <u>20/02213/FUL – Park Farm</u>. - no decision made yet.</p>	

	<p>1.3 <u>20/03345/FUL – Lock Cottage, Bollands Hill</u> – no decision yet. Following the submission of the PC's comments last month there had been further correspondence from the owner which had been circulated to the Councillors. As the PC had made their decision and submitted it, there was nothing further to be added. Councillors had expressed surprise that the Lock Keepers Cottage was not a listed building. There was a debate as to whether enquiries should be made to get the property listed, but it was agreed that no action should be taken on this until a decision had been made by Wiltshire Council.</p> <p><u>New Applications:</u></p> <p>2. <u>Application Ref: 20/04720/LBC</u> Site Location: Moiety, Spout Lane, Seend SN12 6PE Proposal:- Timber frame repairs and provision of insulated timber board internal wall lining</p> <p>2.1 <u>Resolution:</u> Mr Lack proposed, seconded by Mr Nicholls that this application be approved. All Councillors voted in favour.</p> <p>3. <u>Application Number: 20/05164/TCA</u> Site Location: 7 The Lye Seend SN12 6PB Proposal: Poplar tree - fell</p> <p>3.1 <u>Resolution:</u> Mrs Vince proposed, seconded by Mr Lack that this application be approved. Mr Wiltshire declared an interest so did not vote. All other Councillors voted in favour.</p> <p>4. <u>Application Ref: 20/04891/FUL and 20/05644/LBC</u> Site Location: Brewery Inn, Seend Cleeve SN12 6PX Proposal:- The conversion of a free house into a farm shop and kitchen cafe, internal alterations and side extension to create additional seating areas and new kitchen space. Upstairs internal alterations to create two separate living accommodations.</p> <p>4.1 The Councillors had been circulated with several emails from parishioners who were very much against the planning application. This included a very detailed and comprehensive letter of objection from Mr Matthew Job.</p> <p>4.2 The Clerk had sent in an initial response to the planning officer that highlighted the number of inaccuracies and inconsistencies between the application form and the Design & Access Statement. This has been passed on to the applicant.</p> <p>4.3 The general consensus of the Councillors was that the application should be refused. They recognised the importance of the pub to the community who had supported the new tenant landlady when she took over in January 2020. Many volunteers had helped to improve and maintain the garden, and both the indoor and outdoor space. Local trades people had used their skills voluntarily to help make small improvements to the pub.</p> <p>4.4 It was noted that during Lockdown, whilst many pubs remained closed, the Brewery had done a roaring trade in takeaway food and beer. Now that the pub had re-opened, there were strong indications that it would become a thriving village pub frequented by villagers, canal boat holiday makers and people from the neighbouring towns.</p> <p>4.5 There were concerns from the community which were shared by the Councillors that there may be an ulterior motive behind the application to get a change of use approved by Wiltshire Council. The farm shop and café idea may be a ruse to hide another plan. It was noted that the plans did not include the current car park, and Councillors speculated that there may be a future planning application to cover this land separate from the current application.</p> <p>4.6 Mrs A'Bear said that the application gave no details about the plans for the business of being a farm shop and cafe, just details for the changes to the building and garden. The number of mistakes and inconsistencies</p>	
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	<p>implied that it was a casual and not well thought out application.</p> <p>4.7 Mrs Heatley (Acting Chairman) gave a summary of her thoughts on the application which she hoped would be endorsed by the Councillors.</p> <p>4.8 This is a Grade 2 listed building and includes works to the interior and exterior with extension for barn style dining space with access to gardens with an additional open kitchen area, space for shop and seating and conversion upstairs for 2 separate living areas. The barn extension and extended kitchen will add 117 sq mtres of dining space and cooking area using up some of the existing garden and patio space.</p> <p>4.9 The extension is very large so the density would have a considerable impact on the listed building. It would not be in keeping with the existing listed building thereby harming the character of the area. It will have the addition of skylights and it is not clear if the roof would be similar to the existing tiled construction. It would detract from the visual amenity and the scale and density of it would detract from the appearance of this historic building. There is no comprehensive assessment of the impact on the listed building and its historic character.</p> <p>4.10 The Brewery sits in a small village surrounded by fields and open area and is very close to the historic, K&A canal. Should this application be approved, there will be a significant increase in traffic in this village where there is already access limitations through the narrow lane with blind corners or over a narrow canal bridge. In addition to the huge extension, to create 2 separate living areas on the 1st floor, would completely change the character of the building and this, together with farm shop and café visitors, would significantly increase the number of vehicles travelling through the country road, some parts of which are outside the 30mph area and without pavements. There is no mention of any parking or turning for either the farm shop and café or for 2 separate living accommodations. There would be considerable loss of garden space which has recently been upgraded to make the children's play area, the only one open to the community of Seend Cleeve.</p> <p>4.11 The Brewery goes back a long way. A Seend builder bought the site in 1839, sold it in 1859 to a brewer and 2 cottages were built on it. He then converted them into a public house and when it was sold in 1866 it was already known as The Brewery Inn. History books talk of the local Ironworks Manager playing the fiddle and another playing the penny whistle, singing their favourite songs whilst playing quoits and shove ha'penny and this has continued with the times with folklore music, hosting the annual pumpkin show, bonfire/fireworks evenings, coach outings to cider farms, hosting refreshments after the famous Seend annual (since mid-70s) "non-cricketers cricket match", and more recently quiz evenings and fundraising events. The Brewery has always been a typical country community pub very popular with canal users, walkers and especially with the local community who have worked together to ensure it has thrived during the pandemic we find ourselves in now. Residents have very recently pulled together and helped with carpentry, grass-cutting, hedge cutting and planting to upgrade the beer garden while a local decorator has recently painted it, all giving of their time free of charge to ensure the future of this much-loved old pub.</p> <p>4.12 The Brewery Inn is in the countryside with no passing-through traffic so it is unlikely to be sustainable as a farm shop and café. The Toast Office, a similar venture, in the nearby village of Whitley, also off the beaten track, has recently closed as it could not find a way to survive. The Brewery, an old drinking pub, on the other hand, has been able to sustain and develop unique opportunities to keep this country pub alive and is the hub of the village. Local opinion is that a farm shop and café would not survive, which would then see this lovely, heritage building abandoned and become an eyesore right in the heart of the village which, in turn, would depreciate the value of, and have a significant visual impact on, the area and community as a whole.</p> <p>4.13 <u>Resolution:</u> Mr James proposed that the Parish Council objects to the planning application on the above grounds. This was seconded by Mrs Vince. All Councillors voted unanimously in favour of objecting to the planning application.</p>	
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2020/109 Correspondence	<p>1. <u>Wiltshire Council COVID updates</u> - Wearing a face covering in shops and supermarkets in England became mandatory from 24 July. Those who fail to comply with the new rules could face a fine of up to £100. We must remember that this will include the Seend PO. <u>Leisure centres</u> will begin re-opening from the beginning of August. Melksham Blue Pool, Devizes and Trowbridge Leisure centres will open on 10th August with reduced hours. <u>Libraries</u> - A consultation on how best to open up the Counties libraries has just finished. There are 3 options - an order and collect service; an order and collect service with bookable computer access or a socially distanced service offering the public some access to browse stock and use computers. This would operate in up to six libraries from the end of August and a maximum of a further four, subject to staff capacity and social distancing. We await a decision on which option Wiltshire Council will choose. <u>Pubs and Restaurants</u> - The Government has given new powers to local authorities to help contain COVID-19 locally. The new powers came into effect on 18 July and allow them to restrict local public gatherings and events, and close local businesses premises and outdoor spaces. These measures are intended to give them the power to respond to local outbreaks if and when they happen by closing down certain premises if there is an outbreak.</p> <p>2. <u>Masks</u>: Alison Bottomly, Hillary Hutchings and Yvette Rowe have been making masks for some weeks, sold at £5 each they have raised approximately £1,000 which is going to the Lye Field, to help with the loss of funds that would normally have been raised by the village fete.</p> <p>3. <u>Beware of council tax scam</u> – Scammers are trying to get people to hand over their financial details by sending emails pretending to be from the Government. The message claims that you are owed a council tax refund and when a link is clicked, it takes you to a convincing GOV.UK-style website. They then ask for your personal details so they can send you the cash, but you won't receive any money and they're likely to take some from you. The Clerk to put this on the PC website.</p> <p>4. <u>New carbon footprinting tool for parish councils</u> Over the next six months, and in partnership with Midlands Energy Hub, CSE will develop a tool that will enable parish councils and local communities to estimate baseline carbon emissions for their area. This will be calculated using information about energy use, travel behaviours and the consumption of goods and services modelled at household level and scaled up to better reflect individual communities.</p>	Clerk						
2020/110 Information & Data Protection Policy and Privacy Policy	<p>1. The Parish Council's Information & Data Protection policy and Privacy Policy had been circulated to all Councillors prior to the meeting. The clerk said that there were no revisions from when they were first adopted it in January 2019.</p> <p>1.1 <u>Resolution</u>: Mrs A'Bear proposed that these two policies be re-adopted. Seconded by Mrs Vince. All Councillors voted in favour.</p>							
2020/111 Financial Matters	<p><u>Financial Matters</u>:</p> <p>1. <u>Cheques for Signatures</u></p> <table> <tr> <td>Jati Ltd</td> <td>£1,129.98</td> <td>Circular Bench</td> </tr> <tr> <td>Mrs S Bond</td> <td>£619.21</td> <td>Clerk July Salary</td> </tr> </table>	Jati Ltd	£1,129.98	Circular Bench	Mrs S Bond	£619.21	Clerk July Salary	
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	<p>Defib Store Ltd £ 96.00 Replacement pads</p> <p>1.1 The Clerk explained that the cheque for the bench had already been signed by two signatories and sent off to quickly secure the order. This course of action had been agreed by the Councillors at the last meeting.</p> <p>1.2 <u>Resolution</u>: Mrs Vince proposed acceptance of the cheques. Seconded by Mr Lack. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of June 2020 - £26,838.99</p> <p>3. <u>The Pension Regulator</u> – The Clerk reported that the Pension Regulator required all employers to make a declaration of compliance with their pension duties. This re-declaration has to take place every 3 years. The clerk stated that this had now been done.</p>	
2020/112 Items for Note	<p>1. <u>Milestone by the wall of the Manor House</u> – Mr Lack had mentioned to the Clerk that this could do with renovating. The Clerk had discussed what could be done with the Parish Steward on site. He said that he can lightly brush the stone work, and with the metal frontage, he could paint white with black lettering. He said he has seen it done in other areas.</p> <p>1.1 <u>Resolution</u>: Mr Lack proposed that the Clerk puts it on the Parish Steward's task sheet. Seconded by Mr Nicholls. All Councillors agreed.</p> <p>2. <u>Prescription Collections</u>. The Melksham Community Support Group is still in operation but on a much smaller scale. The aim is to continue the operation through the Melksham Age Friendly Community CIC with support from both councils, in case of a second lockdown. As shielding will officially end on 1st Aug, Mrs Heatley felt that this is the time for Parish Council to cease collecting prescriptions. The Councillors agreed and a note will be put in Spotlight.</p> <p>3. <u>Seend footballers' delight at new floodlights</u> (Taken from Melksham Community Matters). Village footie players will be able to keep their eye on the ball no matter what time of year it is thanks to new floodlights. Seend United Football Club started a fundraising campaign to get floodlights at The Lye Field and are now celebrating success. The club managed to raise £366 with the help of players, family and friends but a large sum of the cash came from villager Alan Humphrey. Wiltshire Council also helped fund over half the costs through an Area Board grant.</p> <p>4. <u>Community Engagement</u> – Mrs Heatley said that lots of people in our Parish have been helping out over the last 3 or 4 months, whether that be by collecting prescriptions, doing shopping, checking on vulnerable neighbours, making masks, delivering food boxes, organising activities for the little ones, trimming overgrown hedges, collecting rubbish, making and delivering all manner of food and cakes and for takeaways, also contributing to the virtual flower show and generally fundraising for the village. It is encouraging to see and hear how our community has been pulling together to help each other and would hope this continues.</p> <p>5. <u>Scam Email</u> – Mrs A'Bear reported the scam email that was sent to all councillors purporting to be from Mr Terry James to Action fraud. It had used a very convincing hidden email address.</p> <p>6. <u>The Big Picnic</u> – Mrs Heatley mentioned the Big Picnic on the Lye Field that was taking place on 8th August, in place of what would have been fete day. It is another way to help raise funds for the Lye Recreation Field.</p>	<p>Clerk</p> <p>Clerk</p>
2020/113 Date of next meeting	<p>The Acting Chairman thanked everyone for coming and closed the meeting at 20.58</p> <p>The date of the next meeting is 25th August 2020</p>	

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Vice Chairman Anita Heatley (Acting Chairman)

Date: 25th August 2020