

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 27<sup>th</sup> November 2018 at Seend Community Centre.

**Present:** Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James (Chair), Mr P Manning, Mr B Nicholls, Mr J Padfield, Mrs C Vince, Mr J Williams and Mr M Wiltshire

Also present: Councillor Jonathon Seed, Mrs Sue Bond (Clerk), Mr Peter Davey and Mr Paul Rogers (representatives for The Old Station Yard development proposals) Mr Barry Poolman, and 2 parishioners.

Agenda Item		Action
2018/106 Apologies for Absence	There were no apologies for absence.	
2018/107 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	<p>(i) There were no declarations of changes to the Register of Interests</p> <p>(ii) Mrs Akerman and Mrs A'Bear declared an interest in planning application 18/09910/FUL, Broad Lane Farm.</p> <p>(iii) There were no requests for dispensations.</p>	
2018/108 Local Councillor Matters	<p>1. Councillor Seed said that things were quiet at Wiltshire Council so there was little to report. Wiltshire Council's response to the Electoral Boundary Review had been submitted.</p> <p>2. Councillor Seed was asked for advice on how the Parish Council can get the Church Crossing to be more visible. At the moment, it is not obvious that there is a crossing, as there are no road markings or raised posts. It was reported that cars had been seen parking over it. Mrs Vince raised the concern that there was no special edging that allowed visibility impaired people to know where the crossing point was. Councillor Seed said that by the next CATG meeting, the crossing will have had enough time to 'bed in' and it would be the right time to raise the Parish Council's concerns again at CATG.</p> <p>3. He had attended the recent CLT meeting and had spoken with Vicky Bodman (Community Housing Project Manager, Wilts CC) who was very helpful. She would be happy to come and talk to the Parish Council about the Community Land Trust. Councillors thought this would be a good idea, and to consider inviting her to the February or March meeting. Councillor Seed to mention this to her ahead of any formal invite.</p>	Councillor Seed
2018/109 Items for Discussion from Members of the Parish	There were no Items for discussion from members of the Parish.	
2018/110 Minutes of the Previous Meeting	<p>1. The Minutes of the meeting held on 30<sup>th</sup> October 2018 had been circulated to all Councillors.</p> <p>1.1 <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs Heatley and seconded by Mr Nicholls. Those Councillors that did not attend the last meeting did not vote, but all other Councillors voted in favour of approving the minutes.</p>	
2018/111 Matters Arising Not Already on the Agenda	<p>1. <u>WW1 Commemorative Bench – Minute no: 2018/92.1</u> The Clerk reported that the Area Board had approved our grant application for £400. She thanked Councillor Seed for persuading the Area Board members to award the full amount applied for.</p> <p>2. <u>Defibrillator for Sells Green – Minute no: 2018/92.3</u> The Clerk said that once the cheques were approved, she would be able to order the defibrillator and cabinet. BT had given its approval to install the defibrillator in the phone box.</p>	
2018/112 The Old Station Yard – Potential Development	1. The Chairman welcomed Mr Peter Davey, agent for M J Church who owns the land and Mr Paul Rogers, Associate Director and Senior Architect for CMS Architects in Corsham, who had been tasked to prepare some development proposals for the site.	

	<p>1.1 The Councillors had received a copy of the proposed development plans for The Old Station Yard prior to the meeting.</p> <p>1.2 Mr Rogers outlined two possible development proposals for redevelopment: a continuation and expansion of the light industrial B2/B8 use and an alternative residential C3 use.</p> <p>1.3 Continued Industrial Use – this proposal would involve removing all existing buildings on the site and the construction of a new modern and sustainable business park set within landscaped grounds providing a significant increase in employment opportunities. Mr Poolman, who is a current tenant on the site, who owns G&amp;S Patios and a small waste transfer business, would remain on the site. The plans would provide 6 x 2,500 ft<sup>2</sup> units, 2 x 1,000 ft<sup>2</sup> units, totalling 17,000 ft<sup>2</sup>. These units would then be let out to small businesses. Mr Poolman said there had already been expressions of interest from local businesses.</p> <p>1.4 The alternative residential option would be for 17 houses to be built in a small estate comprising of: 1 x 5 bed, 2 x 4 bed, 7 x 3 bed, 7 x 2 bed houses. Mr Rogers stated that this option was the less realistic option as it did not meet the planning criteria for housing development in the countryside.</p> <p>1.5 The preferred option would be for the improvement and expansion of the Old Station Yard as a continued light industrial site.</p> <p>1.6 Councillor Seed asked if they had spoken with Wiltshire Council planners. Mr Rogers confirmed that he had, and the main concern was that they would have to justify the need for the amount and scale of the development.</p> <p>1.7 Mr Davey, spoke on behalf of the owner. He said that there had always been some form of industrial use on the site, since the closure of the Station, firstly as a storage facility and later with other industrial works. Mr Church was keen that the site be tidied up and better landscaped in to the countryside. This re-development was a way of achieving that.</p> <p>1.8 Mrs A'Bear said that in the Neighbourhood Plan, the Old Station Yard was listed as an industrial area, so any industrial development would be better received than a housing development. She said that the Parish Council had never received any complaints about the site. She pointed out that buildings would be more visible and it would be useful to have more information on the scale and heights of the proposed industrial units. As sustainability was an important part of the Neighbourhood Plan, she hoped that features such as solar panels on the roofs of the buildings and any rain harvesting systems would be considered in the plans.</p> <p>1.9 Mr Rogers hoped that they would be able to further engage with the Neighbourhood Plan Steering Group and when the plans are at the next stage they would be keen to consult with the wider Seend community. Mrs A'Bear said that there might be an opportunity for them to present the plans at the NP public consultation morning which will take place on the 26<sup>th</sup> January. This to be further discussed with the NPSG.</p> <p>1.10 The Clerk asked if it would be okay to put the proposed plans on the Parish Council website. Mr Rogers agreed.</p> <p>1.11 As there were no further questions, the Chairman thanked Mr Davey, Mr Rogers and Mr Poolman for attending.</p>	
2018/113 Police Matters	<p>The following incidents had been reported:</p> <p>8<sup>th</sup> Two vehicles RTC on A365</p> <p>16<sup>th</sup> RTC. Car-v-Lorry –minor injuries. Trowbridge Road Seend.</p> <p>24<sup>th</sup> Damage to CCTV at a Seend location.</p> <p>30<sup>th</sup> Report of a drone being flown not in accordance with regulations.</p> <p>4 Nov Accident at The Stocks (reported on Facebook).</p> <p>20 Nov 3.20pm. Honda generator stolen from near a boat on Kennet and Avon canal, Seend Cleeve.</p> <p>21 Nov at 5.19am. Man smashed a front porch window in a house in Bell</p>	

	Hill - he was taken to Melksham police station. 23 Nov RTC at Seend Fork. No further details yet	
2018/114 Neighbourhood Plan	Mrs A'Bear reported that there was a lot of work ongoing with the Neighbourhood Plan process. The Design statement was being worked on and the results of the local green space consultation was in the process of being completed. The next meeting was on 29 <sup>th</sup> November. They would be working on the arrangements for the next public consultation morning which will take place on Saturday 26 <sup>th</sup> January. This had been advertised in Spotlight.	
2018/115 Highway Matters	<p>1. <u>Bell Hill crossroads road safety improvements</u> - These were now completed. The Clerk and one Councillor had received just two complaints from residents, although there had been some grumblings on the village facebook page. One councillor felt the signage for the diversions and how to get to the village, were not very clear, and had caused some problems for one of their suppliers to get to Inmarsh Lane.</p> <p>2. <u>Metro Count, Seend High Street</u> – A date is now likely to be set for this to take place. The Metro Count will be carried out on the stretch of road opposite the Lye Field and the Manor House. The Chairman suggested that this might be better left until after Christmas. The Clerk to contact Highways with this suggestion.</p> <p>3. <u>Speed Indicator Signs</u> – The Councillors had been circulated with some quotes from 3 companies, all were in the region of £2,000 for one sign with battery. At the last CATG meeting, the Chairman had asked the Highways Engineer whether they approved of parishes installing these signs. The response was favourable if they were sited where there had been proven speeding following a Metro Count. The main concern was that they should not remain permanently in one place and only moved by a qualified person. The Clerk said that the signs could be programmed to indicate 30 and 40mph, so could be used in different parts of the parish.</p> <p>3.1 Councillors agreed that it would be a good idea to include the purchase cost of one sign in the Highways Precept budget for 2019-20. A further feasibility study would be needed to ensure that there would be fixings in the right place to install the sign.</p>	Clerk
2018/116 Planning Matters	<p><u>Planning Matters</u></p> <p>1. <u>Guidance notes for Pre-Application Community Involvement Protocol</u> Councillors had been circulated with the guidance notes that could be used alongside the Pre-Application Community Engagement protocol.</p> <p>1.1 <u>Resolution</u> – The Chairman proposed that these guidance notes be adopted. This was seconded by Mrs Vince. All Councillors voted in favour. The Clerk to edit the title to read Seend rather than Stroud, and then put them on the website.</p> <p>2. <u>Application Number: 18/09910/FUL</u> Site Location: Broad Lane Farm Broad Lane Seend SN12 6RJ Proposal: Amendment to planning approval 18/03471/FUL (new industrial unit No. 15) by raising eaves level by 2.0m to 8.0m above DPC.</p> <p>2.1 As Mrs Akerman and Mrs A'Bear had declared an interest, they did not take part in any discussions and did not vote.</p> <p>2.2 <u>Resolution</u>: Mr Williams proposed that this application be approved, seconded by Mr Padfield. All Councillors voted in favour.</p> <p>3. <u>Application Number: 18/09512/FUL</u> Site Location: Wych Elm Seend Hill Seend SN12 6RU Proposal: Ground and first floor extensions &amp; replacement car port, including all other associated works.</p> <p>This planning application was discussed at length by the Councillors. One Councillor pointed out that the timber workshop/store and log cabin</p>	Clerk

	<p>(approved in previous planning applications) was not shown in the plans and therefore not showing an accurate picture of the site. Whilst the design of the house looked good, concern was expressed that the proposed height and footprint of the car port would mean that it would be much more visible from the surrounding area. It would be particularly visible during the winter months when there were no leaves on the surrounding trees and hedges. From the plans it looked as though the accommodation with the car port could potentially become a separate dwelling.</p> <p><u>Resolution:</u> Mrs Heatley proposed that the Parish Council objects to the planning application on the following grounds:</p> <ul style="list-style-type: none"> <li>• visual impact on the surrounding area,</li> <li>• the height and size of the building and car port is out of proportion to the size of the site.</li> <li>• There is a risk that the car port could become a separate dwelling and used for commercial purposes.</li> </ul> <p>Should the application be approved by Wiltshire Council, then there should be a condition that the car port accommodation not be used for commercial purposes and to remain ancillary to the main house.</p> <p>Mrs A'Bear seconded the resolution. All Councillors voted unanimously in favour of objecting to the planning application.</p> <p>4. <u>Application Number: 18/10441/FUL</u>  Site Location: Devizes Camping &amp; Caravanning Club Site, Sells Green SN12 6RN  Proposal: Conversion of 8 No grass pitches to all weather pitches.</p> <p>4.1 <u>Resolution:</u> Mr Padfield proposed that this planning application be approved, seconded by Mrs Vince. All Councillors voted in favour.</p>	
2018/117 Area Board Update	<p>The Clerk reported on the 3 Area Board Grant applications that affected Seend:</p> <ul style="list-style-type: none"> <li>• WW1 Commemorative Bench - £400 grant application was approved.</li> <li>• Lye Field Trustees - £3,000 grant application was approved.</li> <li>• West Wiltshire Ramblers – grant application to help finance the installation of 17 kissing gates on rights of way SEEN18 and SEEN20. This required the support of Seend Parish Council and Melksham Without Parish Council. The Area Board members could not agree on whether to approve the grant, so the application was deferred until the February meeting. West Wilts Ramblers were asked to write to Melksham Town Council to ask for a contribution as many Melksham residents were likely to use the footpaths.</li> </ul>	
2018/118 Councillor Vacancy	<p>The Clerk reported that she had received emails from two residents who had expressed an interest in becoming a Parish Councillor. The Chairman and Vice Chairman suggested that the vacancy be filled at the January or February meeting. The Clerk has put an advert in the December issue of Spotlight advertising the vacancy and for any interested residents to contact her by mid January.</p>	
2018/119 Correspondence	<p>1. Claire Perry MP had sent a letter of congratulations to the Chairman for coming third in the medium category village in the CPRE Best Kept Village Competition. The Chairman read out the whole letter.</p> <p>2. Lye Field – the Clerk read an email from the Secretary of the Lye Field Trustees asking if the Parish Council would approve the possible siting of the contractor's storage container in Rusty Lane near the WI Hall, should the weather be too wet, and the ground too soft, for it to be sited on the field near the tack shed. Councillors agreed that this would be okay, but should the surface of the tarmac be damaged during the work, then it should be rectified by the contractors. The Clerk was asked to write to the Lye Field Trustees with this response.</p> <p>3. <u>Wiltshire Council Highways</u> The Clerk read out a report from Cabinet Member, Councillor Wayman's newsletter. Wiltshire Council has committed £8 million to support towns and communities across the county.</p>	Clerk

	A 12-month programme to deliver improvements to local highway maintenance including the repair of potholes, improve white lining, weed removal, kerb and pavement improvements, verges and improved road signage will be implemented. Wiltshire Council has decided to suspend Sunday parking charges in all Wiltshire run car parks across the county.																															
2018/120 Allotment Rent Review	<p>1. As part of our Internal Audit requirements, the Parish Council needs to review the allotment rents on an annual basis. As the rents were increased in this financial year, Councillors agreed that the annual rent of £35 for a single plot and £60 for a double plot should remain the same for the next financial year.</p> <p>2. The Clerk reported that all the plots were currently rented, but that she knew there would be at least 2 vacant plots at the start of the next financial year. She had put a note in Spotlight advertising them, and she hoped she would be able to give priority to residents in the Parish wishing to rent a plot, before offering them to people outside the village.</p>																															
2018/121 Precept	<p>1. The Precept budget meeting took place on 7<sup>th</sup> November with four 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.</p> <p>1.3 The main recommendation was to increase the Highways budget from £2,000 to £3,500. This would allow for the purchase of a speed indicator sign and possibly some village entrance gates. It was also recommended that we should put £2,000 in the Neighbourhood Plan budget, to ensure that there would be no shortfall in the completion of the Neighbourhood Plan.</p> <p>1.4 The Precept budget committee recommended that the Precept be increased to £20,013 for the 2019-20 financial year. This is a rise of £2,180 (10.01%) from the current year. Each band D household would pay a total of £37.27 for the year (£33.87 in the current financial year).</p> <p>1.5 <u>Resolution:</u> Mr Padfield proposed that the 2019-20 Precept should be £20,013. This was seconded by Mrs Vince. All Councillors voted unanimously in favour of approving the budget. The Chairman to sign the Precept application request. The Clerk to send it to Wiltshire Council</p>	Chairman/Clerk																														
2018/122 Financial Matters	<p>1. There were 9 cheques for signature:</p> <table border="0"> <tr> <td colspan="3"><u>Cheques for Signatures</u></td></tr> <tr> <td>Sandridge Solar Farm Ltd</td><td>£1026.49</td><td>Refund for accidental duplicate payment</td></tr> <tr> <td>British Heart Foundation</td><td>£ 600.00</td><td>Defibrillator</td></tr> <tr> <td>Camelot Media</td><td>£ 18.00</td><td>NPSG Website update</td></tr> <tr> <td>CPRE Wiltshire</td><td>£ 10.00</td><td>Contribution for engraving of BKV trophy</td></tr> <tr> <td>Mrs S Bond</td><td>£ 535.65</td><td>Clerk November Salary</td></tr> <tr> <td>The Defib Store</td><td>£ 646.80</td><td>Defibrillator Cabinet</td></tr> <tr> <td>Place Studios Ltd</td><td>£2,046.84</td><td>Neighbourhood Plan Consultancy work</td></tr> <tr> <td>Mrs S Bond</td><td>£ 535.65</td><td>Clerk Dec Salary post-dated</td></tr> <tr> <td>Mr John Tilley</td><td>£ 120.00</td><td>Grass cutting around Horseponds</td></tr> </table> <p>The Clerk explained that UK Finance had accidentally made 2 BACS payments for the Sandridge Solar Farm Community Benefit payment, and that we needed to return one of the payments as soon as possible, which is why the Chairman and Vice Chairman signed a cheque for £1026.49 at the Precept meeting. The Clerk also reported that a further £33.58 had been paid to us from the Sandridge Solar Farm Ltd, as they had not included the increase in RPI in the first payment. So the total Community Benefit payment for this financial year was £1,060.07.</p> <p><u>Resolution:</u> Mrs Vince proposed acceptance of the cheques. Seconded by Mrs A'Bear. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of October 2018 - £30,220.58.</p>	<u>Cheques for Signatures</u>			Sandridge Solar Farm Ltd	£1026.49	Refund for accidental duplicate payment	British Heart Foundation	£ 600.00	Defibrillator	Camelot Media	£ 18.00	NPSG Website update	CPRE Wiltshire	£ 10.00	Contribution for engraving of BKV trophy	Mrs S Bond	£ 535.65	Clerk November Salary	The Defib Store	£ 646.80	Defibrillator Cabinet	Place Studios Ltd	£2,046.84	Neighbourhood Plan Consultancy work	Mrs S Bond	£ 535.65	Clerk Dec Salary post-dated	Mr John Tilley	£ 120.00	Grass cutting around Horseponds	
<u>Cheques for Signatures</u>																																
Sandridge Solar Farm Ltd	£1026.49	Refund for accidental duplicate payment																														
British Heart Foundation	£ 600.00	Defibrillator																														
Camelot Media	£ 18.00	NPSG Website update																														
CPRE Wiltshire	£ 10.00	Contribution for engraving of BKV trophy																														
Mrs S Bond	£ 535.65	Clerk November Salary																														
The Defib Store	£ 646.80	Defibrillator Cabinet																														
Place Studios Ltd	£2,046.84	Neighbourhood Plan Consultancy work																														
Mrs S Bond	£ 535.65	Clerk Dec Salary post-dated																														
Mr John Tilley	£ 120.00	Grass cutting around Horseponds																														

	This total includes the double payment by Sandridge Solar Farm.	
2018/ 123 Items for note	<p>1. Mr Wiltshire said that the hedge at the top of Bollands Hill to the left of the water treatment plant had still not been cut, despite several requests made to the landowner to do so. The Clerk was asked to write to the landowner</p> <p>2. The light in the bus stop by the Lye has stopped working. Mr Williams will see if he can replace it, otherwise the Clerk will contact our usual electrician. It was also reported that the light in one of the bus shelters by the Stocks is not working. The Clerk will report this one to Wiltshire Council through MyWiltshire.</p> <p>3. Mrs Vince has reported to Wiltshire Council RoW department that the ground by the stile in Love Lane has sunk, making it difficult for walkers to get over the stile. The R of W Warden will do a site visit.</p> <p>4. A Councillor reported that they were seeing a lot of dog waste left in fields crossed by rights of way, and that dog owners should be reminded of the importance of clearing up after the dogs in fields where livestock graze. The Clerk was asked to put a piece in the next issue of Spotlight.</p> <p>5. It was reported that the Post Office property will be up for auction on 6<sup>th</sup> December.</p> <p>6. Mrs Vince to set up at the next meeting.</p>	<p>Clerk</p> <p>Mr Williams /Clerk Clerk</p> <p>Clerk</p>
2018/124 Date of next meeting	<p>There being no other business, the Chairman closed the meeting at 21.19</p> <p>The date of the next meeting is 29<sup>th</sup> January 2019</p>	

.....

**CHAIRMAN**  
**Date: 29<sup>th</sup> January 2019**