

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 25<sup>th</sup> September 2018 at Seend Community Centre.

**Present:** Mrs G A'Bear, Mrs A Heatley (Acting Chair), Mr P Manning, Mr B Nicholls, Mr J Padfield, Mrs C Vince, Mr Williams and Mr Wiltshire.

Also present: Councillor Jonathon Seed, Mrs Sue Bond (Clerk), and a member of the Parish.

Agenda Item		Action
2018/70 Apologies for Absence	Mrs P Akerman and Mr T James  In Mr James' absence, Mrs Heatley chaired the meeting.	
2018/71 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) Mrs Heatley and Mrs Vince declared an interest in the Planning Application 18/08674/FUL  (iii) There were no requests for dispensations.	
2018/72 Local Councillor Matters	Councillor Seed reported that there were currently two boundary reviews (one Parliamentary and one County) taking place. One that was nationwide and one that specifically related to Wiltshire. This is further reported later on in these minutes under Electoral Boundary Review.  Councillor Seed advised on three other issues reported further in these minutes: <ul style="list-style-type: none"> <li>• WW1 Commemorative bench</li> <li>• Speeding traffic along the High Street.</li> <li>• Lye Field Trust request for financial support for their Area Board grant application.</li> </ul> He also suggested that the three complainants to the Area Board re speeding are asked for evidence rather than opinion.	
2018/73 Items for Discussion from Members of the Parish	There were no Items for discussion from members of the Parish.	
2018/74 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 28 <sup>th</sup> August 2018 had been circulated to all Councillors.  1.1 <u>Resolution</u> : Acceptance of the Minutes as an accurate record was proposed by Mrs A'Bear and seconded by Mr Wiltshire. Those Councillors that did not attend the last meeting did not vote, but all other Councillors voted in favour of approving the minutes.	
2018/75 Matters Arising Not Already on the Agenda	1.1 <u>WW1 Trees – Minute no: 2018/57.1</u> At the August Parish Council meeting, it was agreed that the Parish Council should buy a bench instead of trees to commemorate the 25 soldiers who died in WW1. Councillors were shown a picture of a bench made from galvanized steel that had the silhouettes of soldiers. Other benches were also shown, but councillors felt that the Steel bench was very striking. Mrs Heatley reported that the Seend Royal British Legion Branch were willing to pay half the cost of the bench. Councillor Seed said that we might also be able to apply for a grant from the Area Board. Clerk to investigate this. Mrs Heatley had also contacted the Seend PCC who had agreed that the bench could be placed by the War Memorial in the churchyard.  1.2 <u>Resolution</u> : Mrs Vince proposed that we buy the steel bench. This was seconded by Mr Padfield. All Councillors voted in favour. The Clerk to place the order with the manufacturers, speak with the Seend PCC about how the bench could be secured, and to apply for a grant from the Area Board.  2.1 <u>Defibrillator – Minute no: 2018/65</u> The Clerk reported that the Landlord of The Three Magpies had contacted her to let her know that they had raised	Clerk          Clerk

	<p>£273.60 from the sale of beer from a donated barrel by Wadworth. It was suggested that the Clerk contact the Melksham News to publicise the story.</p> <p>2.2 The Clerk reported that the planned renovation of the phone box on 8<sup>th</sup>/9<sup>th</sup> September did not happen as no volunteers came forward. Mr Williams, Mr Manning and the Clerk said they would take on the task, and would set a date between them to get the job done.</p> <p>2.3 Once the phone box is painted in readiness to house a defibrillator, the Clerk will apply to the BHF for a grant to help purchase one, also using the donation from The Three Magpies and the money donated earlier in the year.</p>	Clerk
2018/76 Police Matters	<p>PCSO Maggie Ledbury sent her apologies.</p> <p>The following incidents had been reported.</p> <p>29<sup>th</sup> August – money stolen by deception in Seend. 2<sup>nd</sup> September – 3 car collision by the Lye Field, causing damage to the boundary wall.</p>	Clerk
2018/77 Neighbourhood Plan	<p>Mrs A'Bear reported that the workshop organised jointly with the Seend CLT had been very positive. Their next meeting is on 27<sup>th</sup> September. The meetings are now being held in the Kennet Room in the Community Centre instead of the Pavilion.</p> <p>The local Green Space consultation ends on 12<sup>th</sup> October.</p> <p>Still working with the consultants, Place Studios Ltd, and all is on schedule.</p>	
2018/78 CLT Update	<p>There is no update, as there has not been a meeting in September, other than the joint workshop. The next meeting is on 9<sup>th</sup> October.</p>	
2018/79 Highway Matters	<p>1. <u>CATG</u> – the next CATG meeting is on 18<sup>th</sup> October. The Chairman (Mr James) would be attending.</p> <p>2.1. <u>Bell Hill Road Safety Measures</u> - Work to improve road safety at the Bell Hill crossroads is due to begin on 5<sup>th</sup> November. Councillors had been shown the drawings, which have not altered the plans from what was originally agreed. Highways have applied for an extension of the 30mph speed limit leading up from Bell Hill and extending it further down the Trowbridge Road. One of the Councillors pointed out that on the plans, the road sign at the top of the cross roads only signed for Trowbridge and not Melksham, and that it might be worth asking if the road sign could also direct vehicles to go left to Melksham via the Semington bypass rather than go straight across and down Bollands Hill. Another Councillor also asked if there could be a sign for Bollands Hill that said it was not suitable for HGVs. The Clerk to ask Highways about the signage.</p> <p>2.2. The work will take approximately 3 weeks. There will be two phases of work. Road closure notices have been issued.</p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup>-16<sup>th</sup> – A361 High Street from its junction with Bell Hill and School Road.</li> <li>• 12<sup>th</sup>-23<sup>rd</sup> Nov – A361 Trowbridge Road from its junction with Bell Hill for a distance of approx 220m.</li> </ul> <p>2.3 The Clerk to put the details of the road closure in the November issue of Spotlight and on the website along with the plans. Also to notify the school of the road closures</p> <p>3.1 <u>High Street Speeding</u> – The Clerk reported that Wiltshire Council had received three Community Issues raised by residents on the speeding of vehicles travelling along the High Street. These had been submitted directly to the Highways Department of Wiltshire County Council. Highways has now asked for the Parish Council's view on these issues and whether they supported the residents' concerns. As the three complainants to the Area Board had not provided details of the locations and evidence of speeding traffic, they should be asked supply evidence to back up their concerns rather than just their opinion.</p> <p>3.2 In discussion, Councillors were sympathetic to the residents' concerns, but felt it was hard to know how to resolve the issue. In the first instance, Councillors agreed that another Metro Count should be taken along the stretch of road by The Manor House near the Lye Field. The Clerk to action this.</p>	Clerk
		Clerk

<p>2018/80 Planning Matters</p>	<p><u>Planning Matters</u></p> <p>1.1 <u>Revised Pre Application Community Involvement Planning Protocol</u> Councillors had been circulated with a revised copy of the document. All were happy with the changes. <u>Resolution:</u> Mr Manning proposed this revised version be adopted. Seconded by Mr Williams. All Councillors voted in favour of adopting it as a policy to follow. The Clerk to put the revised version on the website.</p> <p>1.2 Mrs A'Bear said that there was also a set of guidance notes to that would be useful alongside the policy document. This to be put on the agenda for the next meeting.</p> <p><u>Planning Applications</u></p> <p>2.1 <u>Application Number: 18/08178/TPO</u> Site Location: The Vicarage High Street Seend SN12 6NR Proposal: T3- Horse Chestnut tree - Reduce crown by 30% to minimise risk of limb failure.</p> <p>2.2 <u>Resolution:</u> Mr Nicholls proposed that this planning application be approved. Seconded by Mr Williams. All Councillors voted in favour.</p> <p>3.1 <u>Application Number: 18/08428/FUL</u> Site Location: Camping &amp; Caravanning Club Site, Spout Lane, Seend Proposal: Construction of motorhome service point, widening of existing roads, resurfacing of existing car park.</p> <p>3.2 <u>Resolution:</u> As the plans only altered the internal layout of the club site, and did not increase the number of pitches, therefore not causing any additional traffic, Mr Williams proposed that this planning application be approved. Seconded by Mr Padfield. All Councillors voted in favour.</p> <p>4.1 <u>Application Number: 18/08578/TPO</u> Site Location: 1 Somerset Close Seend SN12 6QH Proposal: Field Maple (T1), a Silver Birch (T2), Rowan (T3) Silver Birch (T4). Reduce the height of all of the trees by about 20%, and remove some dead wood in the Silver Birches and Rowan. Thin the crown of the Maple by about 20%, and reduce its height by approximately 10 feet. We would also like to apply to have the TPOs removed from the trees.</p> <p>4.2 Whilst Councillors were happy with the proposed pruning of the trees, they did not agree to the TPOs being removed. All the trees at the back of the houses in Somerset Close have TPOs, and it was felt that if the TPOs were taken off one property's trees, there would be a request by other properties for the TPOs to be removed as well. TPOs are highly unlikely to be removed unless the trees are dead, dying, diseased or are causing a danger, and this does not apply in this case.</p> <p>4.3 <u>Resolution:</u> Mrs Vince proposed that the pruning of all the trees be approved, but that the application to remove the TPO be refused. Seconded by Mr Nicholls. All Councillors voted in favour of this response.</p> <p>5.1 <u>Application Ref: 18/08674/FUL</u> Site Location: 19 Dial Close, Seend SN12 6NP Proposal:- Replacement of existing conservatory roof with a carbon grey replica tiled roof.</p> <p>5.2 Mrs Heatley and Mrs Vince declared an interest, so did not vote.</p> <p>5.3 <u>Resolution:</u> Mr Manning proposed that this planning application be approved. Seconded by Mr Padfield. Mrs Heatley and Mrs Vince had declared an interest so did not vote. But all other Councillors voted in favour.</p>	<p>Clerk</p>
<p>2018/81 Electoral Boundary Review</p>	<p>1.1 Councillor Seed reported that there were currently two Parliamentary boundary reviews taking place. One that was nationwide and one that specifically related to Wiltshire. He said that with all the new houses being built in Wiltshire, there would need to be some changes made to the electoral boundaries to ensure that the number of voters in each area remained fairly balanced. For Seend, its boundary may remain unchanged with its close affiliation with Melksham Area Board, or it may be joined with Bromham Rowde and Poulshot to make a new area with closer links with the Devizes</p>	

	<p>Area Board.</p> <p>1.2 The Parish Council had received correspondence from both the Local Government Boundary Commission and Wiltshire Council asking for its views on what changes the Parish might like to see. Councillor Seed advised the PC to wait to see what Wiltshire Council proposed before responding to the LGBC. Wiltshire Council were likely to produce their own response by the end of September. There would then be time for the Parish Council to formulate a response in time for the LGBC deadline of 5<sup>th</sup> November.</p> <p>1.3 Councillors agreed that once Wiltshire Council's response was known, then a meeting should be held to discuss what response Seend Parish Council would make direct to the LGBC. Councillor Seed to let the Clerk know as soon as the Wiltshire CC response is finalised.</p>	
2018/82 Freedom of Information Policy Document	<p>The Clerk had re-circulated the Freedom of Information Policy document, after making the changes recommended at last month's meeting. <u>Resolution:</u> Mrs A'Bear proposed that this revised version is now adopted. This was seconded by Mr Nicholls. All Councillors voted in favour.</p>	
2018/83 Area Board	<p>Mr Williams attended the meeting on 5<sup>th</sup> September. He reported that the main topic of discussion was the new campus for Melksham. There was a lot of criticism of the delay in it being built and high financial cost being incurred.</p> <p>The next Area Board meeting is on Wednesday 7<sup>th</sup> November at 7pm. Venue to be confirmed. Mr Williams to attend.</p>	
2018/84 Correspondence	<p><u>1.1 Lye Field Trustees Area Board Grant Application</u> The Clerk reported that she had received a request from the Lye Field Trustees asking for a financial contribution to help secure their application for Area Board funding of £5,600 to help with the purchase of new play equipment. A requirement of Area Board funding is that they get support from the Parish Council. They have already secured funding of £50,000 from the Suez Communités Trust, but a requirement of that funding was to secure a 'Third Party Payment'.</p> <p>1.2 Councillors expressed deep concern that there was not enough money in the budget to enable the Parish Council to make a financial contribution. It had not been allocated in the Precept, and the PC's commitment to finance the highway road safety measures for Bell Hill were already taking a large chunk from our financial reserves.</p> <p>1.3 Councillor Seed made a suggestion that the Parish Council offer a small grant to be repaid in full by the Lye Field Trustees. This would help secure the Area Board Funding, and if the Trustees organised some fundraising in the Parish, it might mean that the Trustees would not have to take up the Parish Council grant.</p> <p>1.4 <u>Resolution:</u> Mr Padfield proposed that the Parish Council agree in principle to offer a repayable grant to the Lye Field Trustees to help support their application for Area Board Funding, but that the details be discussed further with the Lye Field Trustees. This was seconded by Mrs A'Bear. All Councillors voted in favour of taking this course of action.</p> <p><u>2. Wiltshire Core Strategy Review</u> Last year, Wilts CC began a review of the Wiltshire Core Strategy (renamed Wiltshire Local Plan). An invitation from Spatial Planning has been received inviting people to attend organised parish events around the county in October to help develop their thinking further on planning for new homes to 2036. They are looking for further feedback on the next stage of their review. Mrs A'Bear to mention the workshops at their next NPSG meeting.</p> <p><u>3. Footpath from the Stocks to Seend</u> The Clerk reported that she been contacted by a resident who was struggling to push a pram up the footpath from the Stocks to Seend because the path is very overgrown. The Clerk has already spoken to the Parish Steward about the path, but will also look into what other means can be used to get the path cleared of weeds sooner.</p>	
2018/85 Financial Matters	<p>1. There were 6 cheques for signature:</p> <p style="text-align: center;">Camelot Media                      £40.00      Website updates for NP website</p>	

	<p>Mrs S Bond £535.65 Clerk September salary  Mrs S Bond £168.61 Clerk expenses July to September  Place Studios Ltd £1,999.20 Neighbourhood Plan consultancy  Seend Lye Rec Field £48.00 Room hire for CLT meetings  May to August  N Knott £105.00 Printing of CLT membership cards</p> <p><u>Resolution:</u> Mr Nicholls proposed acceptance of the cheques. Seconded by Mr Wiltshire. All Councillors voted in favour.</p> <p>2. Bank Reconciliation to end of August 2018 - £24,275.39</p>	
2018/86 Items for note	<p>1. Mr Manning expressed his concern that the Parish Council was regularly having to discuss issues/complaints raised by members of the Parish that were not backed up with concrete evidence of where and exactly what the issue was about that would substantiate their complaint. Councillors agreed that it was difficult to respond to such general complaints and to find a clear resolution to them. The Clerk was asked to put a piece in Spotlight explaining what was needed if parishioners wanted the Parish Council to pursue complaints on their behalf.</p> <p>2. Mr Manning said that there were a lot of large dead Elm trees still in parishioners boundary hedges around the Parish. He said that they should be reminded that they would be liable for any damage caused should the tree fall down during bad weather. The Clerk was asked to put a piece in Spotlight.</p> <p>3. <u>Allotments</u> – Mr Manning said he had visited the allotments recently and had been impressed at how well maintained they were, and that there was clearly a good community spirit amongst the allotment tenants.</p> <p>4. <u>Wreath</u> – Mrs Heatley reminded Councillors that it had been agreed at a meeting at the end of last year, that the Parish Council should lay a wreath at the War Memorial on Remembrance Sunday alongside other representatives.</p> <p><u>Resolution:</u> Mr Padfield proposed that we go ahead with this plan and purchase a wreath. He also proposed that the Chairman would be the best person to represent the Parish Council at the Remembrance Service. This was seconded by Mr Manning. All Councillors voted in favour.</p> <p>5. Mrs Vince said that there had been another footpath working party to clear the bramble and nettles along the footpaths on the west side of Spiderweb Paddock which was now clear.</p> <p>6. Mr Wiltshire requested that the boundary hedge at the top of Bollands Hill be cut by the landowner.</p> <p>7. The Clerk reported that she had been going through the old copies of the minutes dating back to 1986. She was scanning those from the year 2000 to date. She would take the minute books and loose minutes in ringbinders to the Wiltshire and Swindon History Centre for archiving. She would keep hold of copies from 2005. The Centre already had Parish Council's older minutes and other documents dating back to the 19<sup>th</sup> century.</p> <p>She also had a large number of rights of way documents dating back to the 1950s. Councillors strongly agreed that these should also be placed with the Wiltshire &amp; Swindon History Centre, rather than be given to Wiltshire Council. The advantage of being placed at the Centre was that the Parish Council could have access to them at any time.</p> <p>8. Pruning of Allotment hedge – Councillors agreed to have the allotment hedge cut. The Clerk to arrange for it to be cut by the same contractors as last year for the same cost.</p> <p>Mr Williams and Mr Manning to set up the meeting room</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2018/87 Date of next meeting	<p>There being no other business, the Chairman closed the meeting at 9.25pm</p> <p>The date of the next meeting is 30<sup>th</sup> October 2018</p>	

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**CHAIRMAN**  
**Date: 30<sup>th</sup> October 2018**