

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26th June 2018 at Seend Community Centre.

Present: Mrs P Akerman, Mrs A Heatley, Mr T James (Chairman), Mr P Manning, Mrs C Vince and Mr Williams.

Also present: Mrs Sue Bond (Clerk)

Agenda Item		Action
2018/20 Apologies for Absence and Declaration of Lobbying	Apologies received from Mrs G A'Bear, Mr B Nicholls, Mr J Padfield, Mr M Wiltshire and Councillor Jonathon Seed	
(i) Declaration of changes to the Register of Interests	(i) There were no declarations of changes to the Register of Interests	
(ii) Declaration of interest in items on the Agenda	(ii) There were no declarations of Interest in items on the Agenda	
(iii) Requests for Dispensation	(iii) There were no requests for dispensations.	
2018/21 Local Councillor Matters	As Councillor Seed was unable to attend there were no matters to discuss.	
2018/22 Items for Discussion from Members of the Parish	There were no Items for discussion from members of the Parish.	
2018/23 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 29 th May 2018 had been circulated to all Councillors. 1.1 <u>Resolution:</u> Acceptance of the Minutes as an accurate record was proposed by Mrs Vince and seconded by Mrs Heatley. Mr Williams did not vote as he did not attend the last meeting. All other Councillors voted in favour of approving the minutes.	
2018/24 Matters Arising Not Already on the Agenda	1. <u>High Street Resurfacing</u> – The Chairman said that he felt that a good job had been done, and that more areas had been covered than expected. There had been some traffic problems on Bollands Hill, and they had been exacerbated by the closure of the A365 at Sells Green following a road accident on 12 th June. 2. <u>Barge Bridge Pipes</u> – The Chairman thanked Mrs Vince for the planting. It was now a case of keeping them watered. A piece had gone into Spotlight asking for volunteers to help maintain them. 3. <u>WW1 Trees</u> – at the last meeting, Councillors voted to accept the Lye Field Trustees offer to plant 5 trees. A discussion would now need to be had with them and the grounds maintenance chap on the type of tree and exact location. The Parish Council would purchase the trees in the Autumn. 4. <u>Winter Weather Preparations</u> – Mr Williams and the Clerk had carried out an audit of the Grit bins in the Parish. Most were in good condition, but the salt/grit inside was very hard. The Clerk would ask Wiltshire Council if the existing salt/grit could be taken out first before they re-fill them. The decision on how much new salt should be ordered for our own salt spreader and the two council-owned grit bins in Rusty Lane, was deferred until the next meeting as Mr Wiltshire, who stores the salt, was not at the meeting. 5. <u>Best Kept Village Competition</u> - The first round of judging had taken place. The judges had given Seend a good report and it had the highest marks in its category of medium size village in the Kennet region. The Chairman congratulated Mr Williams and his team of volunteers for the good work. Mr Williams reported that he was to be interviewed on BBC Radio Wiltshire.	
2018/25 Police Matters	1. PCSO Maggie Ledbury sent her apologies as she was on a rest day. 2. From 21 May 2018, PC Charly Chilton will be the Community Coordinator and cover the areas of Trowbridge, Bradford on Avon and Melksham. She	

	<p>can be contacted on charlotte.chilton@wiltshire.pnn.police.uk. Angus MacPherson, the Police and Crime Commissioner (PCC) for Wiltshire and Swindon is recruiting for a Deputy PCC to work 14 hours a week. The deadline is 6 July.</p> <p>30 May – Non-injury RTC – fencing damaged at Sells Green. 12 June – RTA - concrete mixer lorry and car at Sells Green on the bend where lorry turned over. Investigations are continuing and one male remains in hospital.</p> <p>3. Mrs Heatley also added that when a friend drove up the A361 from Trowbridge on Sun 10 June, a car went straight across the crossroads from Bollands Hill down Bell Hill literally seconds in front of her. Then on 15 June she followed a Dutch motorbike up Bollands Hill who then decided to overtake a car in front of him at the allotments but managed to stop at the junction of the crossroads. The sign there is actually on the junction and is too late to be seen especially by those who don't know the road.</p> <p>4. As mentioned before, the police only have information of any accidents or incidents if it has been reported or there is injury. Obviously, there are some accidents that do not get reported so we cannot use them in any statistics/evidence.</p> <p>5. There was a debate on how the junction could be improved. As a first step, the Clerk agreed to discuss the signage with the Parish Steward and ask if he could ensure that they are kept clear of vegetation.</p>	Clerk
2018/26 Highway Matters	<p><u>CATG Meeting and updates</u></p> <p>1. The Clerk attended the CATG on behalf of the Parish Council as the Chairman was unable to attend.</p> <p>1.1 She reported that the current balance for the remaining financial year is: £8,867. This is after the monies allocated for schemes approved in last financial year, ie our Church crossing and Bell Hill road safety measures.</p> <p>1.2 Church Crossing to begin 2nd July. The road will not be closed but traffic lights will be needed. The work should take approx 5 days.</p> <p>1.3 Bell Hill Crossroads – The engineer has requested a topo survey and are still awaiting the results. So no date yet for work to begin.</p> <p>2. <u>Road Closures</u> – the Clerk reported that the A365 at Sells Green would be closed on the 4th July from 1900 to midnight, so that the road can be re-surfaced following the accident on 12th June. This has been put in Spotlight.</p> <p>The Pelch – this will be closed from 31st July to 3rd August, so that Wessex Water can undertake sewer repair works outside number 74.</p>	
2018/27 Neighbourhood Plan	<p>1.1 Mrs Vince reported that we should now have the £7,300 grant funding from the Groundworks Trust deposited in our bank account. The Clerk to check as it was not on the last bank statement.</p> <p>1.2 A Green Space consultation notice will be put in Spotlight so that residents can vote for a particular green space from those that had been short-listed by the NPSG.</p> <p>1.3 The Community Assets have now been mapped.</p> <p>1.4 The next meeting with the consultants will take place on 12th July.</p> <p>1.5 The Parish Council has subscribed to the Online parish mapping service to help with the preparation of the Neighbourhood Plan. This allows the group to use and annotate the maps.</p>	Clerk
2018/28 CLT Update	<p>There was little to report since the last meeting. The Seend CLT has asked to join the National CLT Network. The Parish Council to give Mr Vaux the cheque after the meeting.</p>	
2017/29 Area Board	<p>At the April meeting of the Melksham Area Board, the discussion focussed on becoming an Age Friendly community and the attendees put forward projects that they would like to see delivered. Age Friendly is about making</p>	

	<p>small changes to our local communities which make them even more supportive and inclusive, with the right policies and services for active ageing. Of the many projects put forward, the Area Board has highlighted the 'outdoor seating' project that it wishes to support. In essence this suggested that many residents wished to walk into our towns and villages more frequently, however, without a suitable place to rest on the way there or back, they were reluctant to do so. Melksham Area Board Councillors have agreed to ringfence £3,000 for any parish or town council who wish to apply for safe seating such as a bench. This would be a matched funding offer.</p> <p>Councillors discussed this suggestion, but thought that Seend Parish had a good number of seats around the Parish and could not think of any places where a new bench was needed unless residents could suggest places.</p> <p>The next Area Board meeting took place on Wednesday 5th September, venue to be confirmed. Mr Williams agreed to attend.</p>	
2018/30 Planning Matters	<p><u>1. Application Number: 18/04575/FUL</u> Site Location: Toad Hall Park Lane Seend Cleeve SN12 6PT Proposal: Small Extension to Garage</p> <p><u>Resolution:</u> Mrs Heatley proposed that the application be approved. This was seconded by the Chairman. All councillors voted in favour.</p> <p><u>2. Application Number: 18/04576/FUL</u> Site Location: Toad Hall Park Lane Seend Cleeve SN12 6PT Proposal: Provision of external enclosed access lobby</p> <p><u>Resolution:</u> Mrs Heatley proposed that the application be approved. This was seconded by the Chairman. All councillors voted in favour.</p> <p><u>3. Application Ref: 18/05261/FUL</u> Site Location: Darralls Cottage, Rusty Lane, Seend SN12 6RQ Proposal: Demolition of existing house and outbuilding and erection of replacement dwelling.</p> <p><u>Resolution:</u> As this application was a renewal of two previous planning applications at which the Parish Council had approved, Mr Manning proposed that this application be approved, seconded by Mrs Vince. All Councillors voted in favour.</p> <p><u>4. Application Ref: 18/05972/TCA</u> Site Location: Seend Park, High Street, Seend SN12 6NZ Proposal: Work on trees in a Cons Area. T1 Beech Tree – Fell. T2 Lime Tree – Fell, T3 Chestnut Tree – reduce by 30%</p> <p><u>Resolution:</u> Mrs Heatley proposed that this planning application be approved and was seconded by Mrs Vince. All Councillors voted in favour.</p>	
2018/31 Correspondence	<p>1. The Clerk tabled an invitation from the Parochial Church Council to their Dedication of the New Facilities at Seend Church. This includes a fully accessible toilet, hospitality area in the church, new lighting around the church paths and improved accessibility within the church for wheelchairs, and buggies. The Dedication will take place on Sunday 22nd July at 11am. This will be followed by an opportunity to inspect the new facilities and some light refreshments.</p> <p>2. The Clerk reported that from 30th July, residents will be able to put a greater range of plastics into their blue recycle bin. The Clerk will put the details on the website and on noticeboards around the village.</p> <p>3. The Clerk distributed some guidance on how to respond to planning applications. This would also be put on the Parish Council website on the planning page, as it would be helpful to residents who may wish to comment on a planning application.</p>	<p>All Councillors</p> <p>Clerk</p> <p>Clerk</p>
2018/32 Internal Auditor's Report	<p>1. The Internal Auditors report had been circulated to all councillors in advance of the meeting. Overall this was an extremely good report, with very little to criticise with the way the PC is working. The report' summary is as follows: <i>"We have concluded that.... the Council has again maintained adequate and effective internal control arrangements, with no significant issues identified, although we have identified a few areas where we consider</i></p>	

	<p><i>controls could be further improved"</i></p> <p>1.1 There were 3 recommendations: <i>"R1: In order to further reduce the risk of duplicated payments occurring and formally evidence examination of invoices, each should be initialled by the cheque signatories and also by the Clerk as indicated in the body of the report." We will begin implementing this procedure with this month's invoices.</i></p> <p>1.2 <u>Asset Register</u> <i>"R2 – The Council should review and compare the content of the asset detail in their photographic register with that in the Accounts at Note 6, ensuring that any necessary amendments are made to one or both records prior to closure of the Accounts for 2018-19." I will report back on how I have tackled this issue later in the year.</i></p> <p>1.3 <i>"R3. The Council should ensure that the asset value to be entered at box 9, Section 2 of 2017-18 AGAR reflects the value recorded in the details statement of accounts at Note 6 (ie, it includes the additional defibrillator) prior to submission of the return to PFK Littlejohn." The Clerk has already done this, as in the first draft of the Accounts prepared by DCK Accounting Solutions, they had not increased the asset value to take into account the second defibrillator. This was corrected.</i></p>	Clerk																																				
2018/33 Financial Matters	<p>1. There were 11 cheques for signature:</p> <table> <tr> <td colspan="3"><u>Cheques for Signatures</u></td> </tr> <tr> <td>Camelot Media</td> <td>£15.00</td> <td>Webmail alterations</td> </tr> <tr> <td>Dave Wright</td> <td>£57.00</td> <td>Repair of lights in phone boxes</td> </tr> <tr> <td>Information Commissioner</td> <td>£40.00</td> <td>ICO Registration</td> </tr> <tr> <td>National CLT Network</td> <td>£49.00</td> <td>Membership</td> </tr> <tr> <td>Mrs S Bond</td> <td>£535.65</td> <td>June salary</td> </tr> <tr> <td>Mrs S Bond</td> <td>£196.05</td> <td>April to June Clerk expenses</td> </tr> <tr> <td>Seend Community Centre</td> <td>£99.00</td> <td>Room hire April to June</td> </tr> <tr> <td>Auditing Solutions</td> <td>£312.00</td> <td>Auditing of accounts</td> </tr> <tr> <td>DCK Accounting Solutions</td> <td>£223.14</td> <td>Preparations of accounts</td> </tr> <tr> <td>SLCC</td> <td>£11. 96</td> <td>Guide book on minute taking</td> </tr> <tr> <td>Getmapping PLC</td> <td>£120.00</td> <td>Parish Online Annual Fee</td> </tr> </table> <p><u>Resolution:</u> Acceptance of the cheques was proposed by Mr Williams and seconded by Mrs Akerman. All Councillors approved.</p> <p>2. Bank reconciliation to end of May 2018 - £22,609.25</p>	<u>Cheques for Signatures</u>			Camelot Media	£15.00	Webmail alterations	Dave Wright	£57.00	Repair of lights in phone boxes	Information Commissioner	£40.00	ICO Registration	National CLT Network	£49.00	Membership	Mrs S Bond	£535.65	June salary	Mrs S Bond	£196.05	April to June Clerk expenses	Seend Community Centre	£99.00	Room hire April to June	Auditing Solutions	£312.00	Auditing of accounts	DCK Accounting Solutions	£223.14	Preparations of accounts	SLCC	£11. 96	Guide book on minute taking	Getmapping PLC	£120.00	Parish Online Annual Fee	
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2018/ 34 Annual Return – Governance Statement (AGAR)	<p>Councillors had been circulated a copy of the completed Governance Statement as prepared by the Clerk. Councillors agreed that it was a true record of the Council's governance. The Internal Auditors had not raised any major issues of concern during their audit of our accounts and procedures.</p> <p><u>Resolution:</u> Approval of the Governance Statement was proposed by Mr Manning and seconded by Mr Williams. This was approved unanimously. The statement was then signed by the Chairman and the Clerk</p>																																					
2018/35 Annual Accounting Statements (AGAR)	<p>1. Councillors had been circulated a copy of the Accounting statement as completed and signed by the Clerk prior to the meeting.</p> <p>1.1 <u>Resolution:</u> Approval was proposed by Mrs Heatley and Seconded by Mrs Vince. Approved unanimously. The statement was then signed by the Chairman.</p> <p>2. <u>Publishing of the Accounts</u> – The Clerk reported that following last month's meeting at which Councillors voted to exempt the PC from the limited assurance review by External auditors, the AGAR Governance and Accounting statements, along with the Internal Auditors report, would need to be published on our website along with a number of other financial documents.</p> <p>3. The inspection period for anyone wishing to inspect the accounts is between 2nd July and 10th August. A notice will appear in the July issue of Spotlight, and on the noticeboards and website.</p>	Clerk Clerk																																				
2018/36 Items for note	<p>1. Bradley Lane Footpath (SEEN6). This has now been cleared. The next path to be tackled will be SEEN27 from the corner of Spiderwebb Paddock down to the canal.</p>																																					

	<p>2. Drumhead Service will take place at 3pm on Sunday 1st July near the Pavilion. All welcome to attend.</p> <p>3. Mrs Heatley asked for an updated list of Councillors with their contact numbers to be circulated to all Councillors.</p> <p>4. Mr Williams and Mr Manning to set up the room at the next meeting.</p>	<p>Clerk</p> <p>Mr Manning & Mr Williams</p>
2018/37 Date of next meeting	<p>There being no other business, the Chairman closed the meeting at 9.03pm</p> <p>The date of the next meeting is Tuesday 31st July 2018</p>	

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CHAIRMAN
Date: 31st July 2018