

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 28th March 2017 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs P Akerman, Mrs T Carr, Mrs A Heatley, Mr P Manning, Mr T Murch (Chairman) Mr K Rigg and Mr M Wood.

Also present: Mrs S Bond, Cllr J Seed, Mrs A Ewing, Mr M Grist and Mrs A Hawkins

Agenda Item		Action
2017/206 Apologies for Absence	Mr T James and Mr M Wiltshire	
2017/207 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) There were no declarations of interest in items on the agenda.</p> <p>(iii) There were no requests for dispensation.</p>	
2017/208 Police Matters	<p>Mrs Heatley reported that she had sent 2 emails to the Community Policing team requesting details of any crimes committed in the parish during the last month, but as with last month, no information was sent. She said that for next month, she would chase a more senior person.</p> <p>Mrs Heatley reported that the Police and Crime Commissioner had published his Police and Crime Plan for 2017-2021. His 4 priorities are:</p> <ol style="list-style-type: none"> 1. Prevent crime and keep people safe. 2. Protect the most vulnerable in society. 3. Put victims, witnesses and communities at the heart of everything we do; and 4. Secure a quality police service that is trusted and efficient. 	
2017/209 Local Councillor's Matters	<p>Councillor Seed reported that all was fairly quiet on the County Council in the lead up to the Local Elections.</p> <p>He reported that a resident of Sells Green had expressed concern that the white lines had not been repainted following re-surfacing of the A365 on the bend on the Melksham side of Sells Green. It was felt that the white lines are an essential safety measure and their removal represents a danger to all road users. Councillor Seed said he would follow this up with Highways.</p> <p>He reported that as there was still surplus money in the Highway budget for white line painting, Councillors were asked to provide a list of roads in the parish where repainting was required. The list was to be collated by the Chairman.</p> <p>With regard to the Parish Council elections, Councillor Seed offered help to any Councillor who was having trouble completing their nomination forms.</p> <p>Berhills Lane Sign – Councillor Seed reported that an enforcement officer had visited the site, and concluded that the area of gravel that had been designated a parking area for the house on the corner, posed a danger to cars exiting the junction as it obscured the view. Councillor Seed said he would keep an eye on the situation and will chase up the replacement of the speed sign to its rightful place at the end of the road.</p> <p>Spout Lane – Councillor Seed reported that he had driven several times down Spout Lane and each time had found that most of spring water was now running down the edge of the road instead of across the middle as it had been. The opening of a grip and drain seems to have done the trick.</p> <p>The Chairman wanted Councillor Seed to make clear to the Highways department of Wiltshire County Council, that any reports by any village pressure group on any matter do not necessarily represent the views of the Council and that any highways related issue have to be agreed by the PC and that they then go forward through the CATG and on to the Area Board.</p> <p>The Chairman hoped that it would be possible, once the elections are over, for the Parish Council to meet with representatives of Highways department to help improve relations. Councillor Seed felt that this would be a very good idea.</p>	<p>Councillor Seed</p> <p>Mr Murch</p> <p>Councillor Seed</p> <p>Mr Murch</p>

	<p>Advisory Speed Signs – Councillor Seed reported that he had contacted Wiltshire Highways to seek their view on the Advisory speed signs that were being used by South Gloucestershire County Council. Their response had not been favourable. If he is re-elected, Councillor Seed said he would follow up their response.</p> <p>Aster Housing – Councillor Seed was asked for his views on the Aster housing proposal. He suggested that the Parish Council should look favourably at a housing proposal that is sympathetic to the concerns of the village, rather than risk a more predatory housing development being forced on the parish. He reported that Semington Parish Council had managed to work with a small housing developer and got everything they wanted.</p> <p>The Chairman asked Councillor Seed who the Parish Council should contact regarding the problem of constant dog barking at Spiderwebb Paddock. Councillor Seed suggested that the Parish Council contact Environmental Health.</p>	<p>Councillor Seed</p> <p>Clerk</p>
<p>2017/210 Items for discussion from members of the Parish</p>	<p>Seend Cleeve residents, Mr Grist and Mrs Hawkins presented a very heartfelt case for getting The Brewery Pub registered as a Community Asset. They highlighted how important the pub was to the Seend Cleeve community, and that it was a true locals pub that hosted many village events such as the pumpkin competition, Christmas carols and the annual Cricket Club trophy presentation evening.</p> <p>Mr Grist and Mrs Hawkins reported that the current tenants would be losing their lease by the end of the month. They said that they had contacted Enterprise to enquire what would happen to the pub. Enterprise implied that they were in discussion with possible new tenants but that it was all rather vague. As ailing pubs are often sold off for housing development, concern was expressed that the The Brewery would be lost to the community if steps were not taken to save it. Mr Grist and Mrs Hawkins stressed that it was important to get the pub registered as a Community Asset as this would help delay any possible decision Enterprise might make to close the pub. It would also show Enterprise that the The Brewery was highly valued by the community.</p> <p>Mr Grist and Mrs Hawkins asked for the views of the Parish Council.</p> <p>All Councillors praised the efforts of the residents and offered to support any application to register it as a Community Asset. However, the Council felt that an application led by a community group rather than by the Parish Council would perhaps have more success with Wiltshire County Council, as it would show just how strongly residents valued their village pubs.</p>	
<p>2017/211 Chairman's comments</p>	<p>The Chairman reported that the Clerk's post had been advertised in the Melksham News, and in Spotlight. He said that the decision to advertise quickly needed to be made before the council meeting. All Councillors were happy with the Chairman's actions.</p> <p>The Chairman reported that the planings to fill in the pot-holes in Rusty Lane would not be delivered until June, but that when they were, volunteers would be needed to help fill in the holes. Mr Wiltshire had agreed to take delivery of the planings at Egypt Farm.</p>	
<p>2017/212 Minutes of the previous meeting held on 28 February</p>	<p>The minutes of the previous meeting on 28 February 2017 had been circulated to all Councillors and were taken as read. Acceptance of the minutes was proposed by Mr Wood and seconded by Mrs Carr. All approved.</p>	
<p>2017/213 Matters arising</p>	<p>Salt Spreader – The Clerk reported that a replacement motor had been sent under warranty by the manufacturers and that Mr Wiltshire would replace it.</p> <p>Parish Steward Tasks – Mr Manning reported that he had at last met with the Parish Steward (Kevin), who would be visiting the parish to carry out a day's worth of work each month. Tasks already carried out included the scraping of moss in Cook's Close, although this requires further spraying and hedge cutting in Cooks Close; he had washed the signs at Bell Hill and cleared the bus shelters of rubbish. The Parish Steward agreed to do an exploratory check of the path running from the Stocks to Seend to see if there is any edging and will look into getting the path sprayed with weed killer. He has also confirmed that he will check the water situation on Spout Lane each month.</p>	<p>Mr Wiltshire</p>

	<p>Mr Manning to prepare a list of jobs for next month.</p> <p>Windsmere Stone – the Clerk reported that she had heard back from Wiltshire Council planners who had said that the resident was in the process of submitting a planning application for the temporary retention of the storage facility.</p> <p>Housing Consultation Document – Mrs Akerman had looked at the draft Wiltshire Housing Strategy and had concluded that it was a comprehensive document outlining how to meet the housing needs of Wiltshire’s population and communities and that there was little specific mention of rural parishes like Seend. In the Housing Allocations Policy, for people needing affordable housing, she pointed out that the document had deleted from its first draft, the family criteria for providing social housing. As the community of Seend has always valued the importance of extended family members living close by Councillors felt that the removal of this criteria on the document was of concern as this criteria if approved would have to be adhered to in future housing policies in Seend’s Neighbourhood plan. Councillors agreed that Mrs Akerman should respond to the Council’s consultation asking for clarification on this point and to express our concern at the council’s disregard for the importance of families being able to live in close proximity to each other.</p>	<p>Mr Manning</p> <p>Mrs Akerman</p>
2017/214 Community Assets	<p>The Chairman expressed concern that, with the sale of The Bell pub and the Village Shop and the uncertainty over the future of The Brewery, that the village was at risk of losing some of its main village assets.</p> <p>A general discussion took place on the merits of getting some of the village’s amenities registered as Community Assets and it was decided to consult with some of the present owners in the first instance. The Chairman offered to ask the Trustees of the Community Centre and Lye Field to see if they had ever considered getting them registered and to explain what the procedure was.</p> <p>Mr Rigg proposed that the council apply for The Bell to be registered as a Community Asset, even though it was now up for sale. However, this was not seconded.</p>	Mr Murch
2017/215 Neighbourhood Plan Update	Mrs A’Bear reported that the Group was still in discussion about their “Vision and Objectives” statement.	
2017/216 Defibrillator	<p>Mr Wood reported that there had been two very successful training sessions. He also reported that during his weekly inspection at the weekend, he had found that the Defib unit had been tampered with, as the unit had been unplugged and that the pads were missing. He was uncertain whether it had been used. On contacting the Ambulance Service, they had not reported that it had been used, but had said that they had received a 999 call at 3.30am 1.5 miles away.</p> <p>The Clerk had bought replacement pads and starter kit.</p> <p>Mr Wood said that two village resident dog walkers had offered to check the unit on a daily basis in addition to his weekly checks.</p>	
2017/217 Area Board and CATG	The next CATG meeting is 23 rd May and the next Area Board meeting is 7 th June.	
2017/218 Aster Homes	<p>Councillors discussed the revised proposals offered by Aster Homes, and whether the draft plans should be more widely publicised, as there were a lot of concerned residents wanting information. Some councillors felt that if the plans were publicised it would have a detrimental impact on the Neighbourhood Planning Group’s aims of presenting a balanced report on the housing needs of the village as a whole and the fact that there were 6 other sites to consider.</p> <p>The Chairman would ask Aster Homes if they were willing for the plans and notes to be more widely released, and for this to be further discussed at the next NPSG meeting.</p>	Mr Murch
2017/219 Highway Issues/Rights of Way	<u>Seen6 and Seen27 footpaths</u> Mr Wood reported that the gate had been replaced and was now open.	
2017/220 Standing Orders	Re-adoption of the Council’s Standing Orders was proposed by Mrs A’Bear and Seconded by Mrs Heatley. Approved unanimously.	
2017/221 Code of Conduct	This policy document was circulated to the Councillors before the meeting. Re-adoption of the Code of Conduct was proposed by Mrs Heatley and Seconded by Mr Wood. Approved Unanimously.	
2017/222 Privacy Policy	This document was circulated to the Councillors before the meeting. Approval for adopting the policy was proposed by Mr Wood and seconded by Mr Manning.	

	All approved unanimously. The Clerk to publish it on the Council website.	Clerk
2017/223 Corporate Governance Questionnaire	The Corporate Governance Questionnaire had been completed by the Chairman and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's actions. The Clerk needs to put the minute numbers in, and then it can be signed by the Chairman and sent off to the Internal Auditors.	Clerk and Mr Murch
2017/224 Planning Matters	<p><u>Application Number: 17/01141/VAR</u> Site Location: Willow Cottage Rusty Lane Farm Bath Road Seend Proposal: Variation of Condition 3 of planning application K/56921 - to allow disabled tenant permission to stay in the property.</p> <p>This planning application was discussed by the council. Concern was expressed as to how this variation in the planning condition would be monitored by the Planning Authority.</p> <p>The Council proposed acceptance of the variation in the planning consent that allows the named person to remain in occupation at the property, but that it must be limited to the named person only. If the named person leaves, then the original planning condition as a holiday let should be reinstated and remain ancillary to the main dwelling.</p> <p>This response was proposed by Mrs Heatley and Seconded by Mr Wood. Approved, but with two abstentions.</p> <p><u>Application Number: 17/01559/FUL</u> Site Location: Church of the Holy Cross High Street Seend Proposal: Proposed timber framed external WC.</p> <p>Following a full explanation of the plans from Mrs Ewing, Church Warden, Councillors discussed the planning application. Acceptance of the plans was proposed by Mr Rigg and seconded by Mrs Akerman. Approved unanimously.</p> <p><u>Application Number: 16/12426/FUL</u> Site Location: Broomhayes Farm Inmarsh Lane Seend Wiltshire Proposal: Erection of a tennis court</p> <p>Approval of the planning application was proposed by Mrs Carr and seconded by Mrs Heatley. Approved unanimously. As with all planning applications where trees are removed, the parish council does ask that they are replaced by new trees in a different area.</p>	
2017/225 Correspondence	<p>Several emails had been received from residents.</p> <p>An email from Ms Raymond reported that one of their pregnant ewes had recently been savagely attacked by a dog, resulting in its death. Ms Raymond stressed the importance for dog owners to keep their dogs on leads when around farm animals. It was deeply distressing to experience such an attack on much loved livestock. Councillors expressed their sympathy for the farmer, and reiterated the importance for dog walkers to keep control of their dogs.</p> <p>The Chairman had received two emails from residents who had expressed concern about a new social media site "NextDoor" that residents were being encouraged to join. The Parish Council discussed the subject and concluded that it was simply designed to be an information sharing mechanism and that it was up to individuals to decide if they wished to join or not. It was not a matter for the Parish Council to be involved in.</p> <p>A resident reported that two repairs were needed in the bus shelter at The Lye. The light needed replacing and a downpipe to be fixed. The clerk to organise the repairs with local tradesmen.</p>	
2017/226 Financial Regulations	<p><u>Financial Regulations</u> – A revised version, based on the 2016 NALC model Financial Regulations, had been circulated to Councillors at last month's meeting. The Chairman said that he had made some very minor amendments to points, 2.1, 3.1, 3.2 and 4.1 to more realistically reflect the council's financial policy.</p> <p>Adoption of the Financial Regulations was proposed by Mr Manning and Seconded by Mrs A'Bear. Unanimously approved.</p>	
2017/227 Auditing Action Plan	<u>Completion of Action Plan</u> drawn up by Internal & External Auditors for the 2015-2016 financial year.	

	<p>The Councillors had been circulated with the a copy of the completed report showing how the Parish Council had completed the tasks required of it following the Internal and External Auditors reports.</p> <p>Acceptance of the Completed Action Plan was proposed by Mrs A'Bear and Seconded by Mrs Heatley. All approved unanimously.</p>																									
2017/228 Other Financial Matters	<p><u>Cheques for Signatures</u></p> <table> <tr> <td>Wiltshire Council</td><td>£2,750.00</td><td>VAS in Seend High Street</td></tr> <tr> <td>Seend Community Centre</td><td>£110.00</td><td>Hire of Meeting Room Dec-Mar</td></tr> <tr> <td>Wiltshire Publications</td><td>£79.20</td><td>Job Advert</td></tr> <tr> <td>Mrs R Fisher</td><td>£26.99</td><td>Website renewal</td></tr> <tr> <td>Mrs S Bond</td><td>£290.06</td><td>Clerk's March Salary</td></tr> <tr> <td>HMRC</td><td>£72.60</td><td>PAYE</td></tr> <tr> <td>Mrs S Bond</td><td>£283.48</td><td>Clerk Expenses Jan-Mar</td></tr> <tr> <td>WEL Medical Ltd</td><td>£50.82</td><td>Replacement pads, etc for Defib</td></tr> </table> <p>Approval for the cheques was proposed by Mr Wood and Seconded by Mrs Akerman</p> <p>Councillors checked the P&L spreadsheet and agreed with the bank reconciliation</p> <p>Bank reconciliation to end of February 2017 = £15,497.68</p>	Wiltshire Council	£2,750.00	VAS in Seend High Street	Seend Community Centre	£110.00	Hire of Meeting Room Dec-Mar	Wiltshire Publications	£79.20	Job Advert	Mrs R Fisher	£26.99	Website renewal	Mrs S Bond	£290.06	Clerk's March Salary	HMRC	£72.60	PAYE	Mrs S Bond	£283.48	Clerk Expenses Jan-Mar	WEL Medical Ltd	£50.82	Replacement pads, etc for Defib	
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2017/227 Items for note	<p>It was reported that one of the residents in the Lye was parking their vehicle on a communal grass area, and that this was churning up the grass. The Clerk to ask Aster Homes to speak with the resident.</p> <p>It was reported that during the Great British Spring Clean weekend, 3 bags of rubbish had been collected in the area around the Row Lane/Baldham bends area.</p> <p>It was noted that there were road work preparations about to take place on Bell Hill. The clerk to investigate what is planned.</p> <p>The hedge at the allotments had grown very high, but it was felt to be too late to cut as it would now disturb nesting birds.</p> <p>Mr Murch and the Clerk to get the meeting room ready for the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Murch & Clerk</p>																								
2017/228 Date of next meeting	<p>Tuesday 25th April 2017</p> <p>There being no other business, the Chairman closed the meeting at 10.30pm</p>																									

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CHAIRMAN
Date: 25th April 2017