

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 28<sup>th</sup> November 2017 at Seend Community Centre.

**Present:** Mrs G A'Bear, Mr N Haines, Mr T James, Mrs J McManus, Mr T Murch (Chairman), Mrs C Vince, Mr J Williams, Mr M Wiltshire and Mr Wood.

Also present: Councillor Seed, Mr David Pearce, Col Nigel Knocker, Mr Robin Heatley, Mrs Sue Bond (Clerk), and 10 parishioners including members of the CLT Steering Group and the NPSG.

Agenda Item		Action
<b>2017/129</b> Apologies for Absence	Mrs Pamela Akerman and Mrs Anita Heatley	
<b>2017/130</b> 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) Mr Haines, Mr Murch, Mrs McManus and Mr Wiltshire declared at interest in Planning Application 17/09986/FUL. Mr James declared an interest in Planning Application 17/07362/FUL. Mr Wiltshire and Mr Wood declared an interest in agenda item 19 cheques for signature. The Chairman declared an interest in Agenda item 18 Precept as he was a Trustee of the Seend Community Bus. Mr Haines also declared an interest in Precept as he carried out ground maintenance for the Church.</p> <p>(iii) There were two requests for dispensations. Mr Murch and Mrs McManus who wished to be able to discuss the planning application 17/09886/FUL and to be able to vote. This was accepted.</p>	
<b>2017/131</b> Police Matters	There was one incident of crime reported in the Community Policing newsletter. On 3rd November, a battery, 30 litres of fuel, a fuel cap, a flashing beacon, a shovel and pole turner were stolen from a JCB parked in a field off the A361 in Seend.	
<b>2017/132</b> Local Councillor Matters	Councillor Seed's report would be covered under specific agenda items.	
<b>2017/ 133</b> Planning Matters	<p>1.1 <u>Application Number: 17/08217/FUL</u> - Land at A361 Blossom Hill Trowbridge Road Seend</p> <p>1.2 The Chairman welcomed Mr David Pearce to the meeting. Mr Pearce had been employed to advise the Parish Council on how best to oppose the planning application. He had helped Bromham successfully oppose a similar application a few years ago.</p> <p>1.3 The planning application is being discussed by the Strategic Planning Committee Meeting on 6<sup>th</sup> December. It was noted from the report published by the Planning Officer that he was minded to approve the planning application.</p> <p>1.4 Mr Pearce outlined how best the Parish Council should present a case against the planning application. Three members of the public are allowed to speak for 3 minutes each against the planning application. Then three people in favour are allowed to speak for 3 minutes. Then the Parish Council is allowed to speak for 4 minutes. It was agreed that the Chairman would represent the Parish Council, Mr Wood and Mr Pearce would be two of the public speakers, and that Liz Symes should be asked if she would be the third speaker.</p> <p>1.5 Mr Pearce stressed that each person should use particular arguments so that they do not repeat each other. The three main arguments were: harm to the countryside, highway safety issues and the conflict with rural housing policy. It was agreed that there should be a pre-meeting to plan the strategy.</p> <p>1.6 Councillor Seed stressed that the arguments used by the Planning Officer to support the application were his opinion and it would be up to the Parish Council to present a different opinion strong enough to persuade the Planning Councillors to oppose the application.</p> <p>1.7 Councillor Seed said it was useful for members of the public to attend, so that their presence showed that the strength of parish feeling against the application. The Clerk and Councillors agreed to ask parishioners to attend the meeting. Clerk to contact Liz Symes asking her to be one of the public speakers.</p>	

	<p><u>2.1 Application Ref: 17/09986/FUL – REVISED PLANS SUBMITTED</u>  Site Location: 15 Dial Close, Seend SN12 6NP  Proposal:- Proposed New Access following demolition of existing detached garage, New Dwelling and New Detached Garage.</p> <p>2.2 The Chairman summarised the revised plans that had been submitted and the changes that had been made. He concluded that these were minimal and should not really change the Council's original decision to oppose the planning application.</p> <p>2.3 <u>Resolution:</u> Mr Wood proposed that the Parish Council maintains its original decision to oppose the planning application. This was seconded by Mrs McManus. At a vote, Mrs McManus, Mr Williams, Mrs Vince, Mrs A'Bear, Mr Wood, Mr Murch and Mr James supported the proposal. Mr Haines and Wiltshire abstained from the vote. The vote was carried.</p> <p>3.1 <u>Application Number: 17/10388/TCA</u>  Site Location: 26 The Lye Seend SN12 6PB  Proposal: Fell all trees to ground level and grind stumps( T1 , T2,T3 and T4.)</p> <p>3.2 Councillors discussed this planning application in some detail. Concern was expressed that the removal of the trees would leave the garden extremely bare, and it was not clear what the reasons were for removing the apple and pear trees, when pruning may be a less dramatic course of action to take.</p> <p>3.3 <u>Resolution:</u> Mrs McManus proposed that the approval of the planning be given on the condition that the apple tree is not removed, and that native trees be planted to replace those that are removed. This resolution was seconded by Mrs Vince. All Councillors approved.</p> <p>4.1 <u>Application Number: K/40664/TCA</u>  Site Location: Seend CE Aided Primary School, Seend, Nr Melksham.  Proposal: Prune Weeping Willow to make safe.</p> <p>4.2 <u>Resolution:</u> Mrs A'Bear proposed that this planning application be approved. Seconded by Mr James and unanimously approved by all councillors.</p> <p>5.1 <u>Application Number: 17/07362/FUL</u>  Site Location: 44 Seend Cleeve Seend Melksham Wiltshire SN12 6PY  Proposal: Detached annexe with ground floor to initially be used as a garage.</p> <p>5.2 This planning application was discussed by all Councillors. Concern was expressed that the building would be overbearing on the neighbouring property.</p> <p>5.3 <u>Resolution:</u> Mr Wood proposed that this planning application be opposed on the grounds that it is too large and intrusive on the neighbouring property. Seconded by Mrs A'Bear. Mr Wood, Mr Williams, Mrs A'Bear, Mr Murch, Mr Wiltshire and Mr Haines voted in favour of the resolution. Mr James, Mrs McManus and Mrs Vince abstained. The resolution was carried with 6 votes.</p>	
<p><b>2017/134</b>  Items for Discussion from Members of the Parish</p>	<p>1.1 <u>WW1 Remembrance Trees</u> - Seend Parish Council had agreed that the Parish Council should support the Wiltshire County Council initiative of planting the same number of trees as soldiers that had died in the WW1. For Seend this is 25 as there are 25 names of soldiers who had died in WW1 on the War Memorial.</p> <p>1.2 Col Knocker and Mr Robin Heatley from Seend branch of the Royal British Legion spoke in support of the initiative, and made a couple of suggestions for locations (one close to the Community Centre), but these had not been agreed with the landowners so further discussions were needed.</p> <p>1.3 The Clerk said that Wiltshire Council needed to know the number of trees and location as soon as possible, as there was a form to complete. Whilst supporting the initiative, it was still not certain of the location. The Clerk was asked to contact Rhys Schell, to ask for an extension for submitting the specific details of location and type of trees, etc</p>	
<p><b>2017/135</b>  Chairman's comments</p>	<p>1. <u>Remembrance Sunday</u> – The Chairman said that the Parish Council ought to be involved in the Remembrance Service, and that a wreath should be laid</p>	

	<p>by a representative of the Parish Council. Councillors thought this was a good idea and a resolution was proposed.</p> <p>1.2 <u>Resolution</u>: Mrs Vince proposed that the Parish Council actively take part in the Remembrance Day service with a PC representative attending and laying a wreath. Seconded by Mr Haines. All Councillors voted to approve this proposal.</p> <p>2. <u>Berhills Lane</u> – The Chairman reported that there were still parking issues at Berhills Lane junction and asked Councillor Seed what the update was. Councillor Seed said that it was difficult as the sign that had been moved was on private land, and that the cars now parked on the gravel did not always present an obstruction to visibility. However, there were still the occasional van parked near the junction that did create a problem for visibility. Councillor Seed said he would monitor the situation, get photos if possible and then contact the Enforcement Officer.</p> <p>3. <u>Spout Lane</u> – The Chairman raised concern that the canal bridge in Spout Lane was in a fragile state. The Clerk was asked to write to the Canal &amp; River Trust to make them aware of the state of the bridge.</p> <p>4. <u>Baldham Bends</u> – Frustration was expressed that the bridge had been damaged again by a car so soon after it was previously damaged. It was noted that repairs were now underway, a little speedier than before as the farmer had been able to reduce the water level so that highways could retrieve the stones. The Chairman suggested that the Baldham Bends be discussed by the PC sub-committee who are looking at the road safety issues in the Parish.</p>	<p>Councillor Seed</p> <p>Clerk</p>
<b>2017/136</b> Minutes of the previous meeting held on 31 <sup>st</sup> October	<p>1. The Minutes of the previous meeting on 31<sup>st</sup> October 2017 had been circulated to all Councillors.</p> <p>1.2 <u>Resolved</u>: Acceptance of the Minutes as an accurate record was proposed by Mr James and seconded by Mrs Vince. All Councillors present unanimously approved the minutes.</p>	
<b>2017/137</b> Matters arising not already on the agenda	<p>1. <u>Spiderwebb Paddock</u> – Minute no 2017/113.2.3: Councillor Seed was asked for an update. He said that he had met with the Enforcement Officers and discussed the points raised at the last Parish Council meeting. Further investigations will be taken by the Enforcement Officer.</p> <p>2. <u>Lye Field</u> – Minute no 2017/117.1.1: The Chairman reported that he was still progressing the registering of the Lye Field as a Community Asset.</p> <p>3. <u>Bench and Tree for Lye Field</u> – Minute no 2017/117.1.2: This was now on hold as the Lye Field Chairman needed to consult with the rest of the Lye Field Trustees to agree a suitable location and type of bench.</p> <p>4. <u>Best Kept Village Competition (CPRE)</u> – Minute no 2017/127.1: Mr Williams reported that the details for this event would be announced in January with application forms available from April. Mr Williams was keen for Seend Parish to take part, having last entered in 2006. Mr Williams will take the lead on this event.</p>	
<b>2017/138</b> Clerk's Job Description and Hours of Work	<p>1.1 Councillors discussed whether the job description should be amended, but no firm decision was made on this.</p> <p>2.1 The proposal to raise the number of hours the Clerk was paid to work from 9 to 12 hours per week had been discussed and agreed at the Precept Planning meeting. Councillors was asked to support their recommendation, as it was clear that the Clerk was currently working more hours than the set 9. It was agreed that this was an unreasonable expectation on the Clerk.</p> <p>2.2 <u>Resolution</u>: Mr Williams proposed that the paid hours be increased from 9 hours to 12 hours per week and that this should be changed from 1<sup>st</sup> December. This was seconded by Mrs McManus. Unanimously approved.</p> <p>3. The job advert had been put in Spotlight again, and the Clerk to look in to advertising the job on the Jobs Indeed website.</p>	
<b>2017/139</b> Neighbourhood Plan and	<p>1.1 <u>Neighbourhood Plan</u> - Mrs A'Bear reported that their next meeting was on Thursday 30<sup>th</sup> November, at which they hoped to agree on which</p>	

Community Land Trust	<p>consultant they would engage to help prepare the Neighbourhood Plan. Mrs Vince reported that they had shortlisted two very capable candidates. As their engagement would need to be agreed before the next Parish Council meeting in January, Mrs A'Bear asked the Parish Council to support their decision on who to appoint.</p> <p>1.2 Mrs A'Bear also reported that they would be applying for grants of £2-3,000 in the first instance to help finance the Neighbourhood Plan preparations.</p> <p>1.3 Mrs A'Bear also hoped that Councillors would support the inclusion of another £2,000 in the Precept budget for the 2018-19 financial year. She said that this would be the final year that they would be asking for money, as it was hoped that the Neighbourhood Plan would be completed by the end of the 2018-19 financial year.</p> <p>2.1 <u>Community Land Trust</u> – The Chairman had circulated to all Councillors and the NPSG Committee members a draft proposal for the establishment of a Seend Community Land Trust. He hoped that the Parish Council would approve the proposal which was based on a model prepared by Ian Crawley of the WCLT.</p> <p>2.2 Mrs McManus raised some concerns about committing to the establishment of a CLT before the Neighbourhood Plan had been completed. Other concerns were expressed from parishioners at the meeting who were concerned that the Parish Council would be approving a proposal that contained some errors. There was a fear that the CLT would undermine the work of the NPSG.</p> <p>2.3 The Chairman welcomed Mr George Clarke, a resident of Seend Parish, who had accepted the role of Chairman of the Steering Group. Mr Clarke has had former experience of chairing a Community Housing Trust in London, and this experience would be invaluable for helping set up a Seend CLT.</p> <p>2.4 Mr Clarke, said that the setting up of a Seend CLT would take some months, and it could delay progress if it waited until Neighbourhood Plan was completed.</p> <p>2.5 Dr Knott reiterated that the CLT would work in harmony with the NPSG and take its lead from them. He said that they already had a good team, well qualified to help set up the CLT. He also stated that he was a full Member of the Wiltshire CLT Board and that he had made excellent contacts with those at the top of this area in Wiltshire Council.</p> <p>2.6 The Chairman asked the Councillors to support the draft proposal if amendments were made, including taking out paragraph 2.3 and making some other amendments, most importantly that the CLT would be required to collaborate closely with the NPSG particularly when it came to the housing needs of the Parish and specific site recommendations. The Chairman stressed the need to move forward quickly on this and asked for a proposal to be made.</p> <p>2.7 <u>Resolution:</u> Mr Williams proposed that the Parish Council support the setting up of a CLT based on the draft proposal subject to the changes, as suggested, being made. This was seconded by Mrs Vince. Councillors then voted unanimously to approve this course of action.</p>	
<b>2017/140</b> Highways Metro Counts	<p>1. The results of the two Metro Counts recently carried out in Sells Green and at New Buildings were presented:</p> <p>1.1 <u>Metro Count results for Sells Green</u> - The survey was carried out between 11/09/2017 and 24/09/2017. A total of 52448 vehicles were checked. The 85<sup>th</sup> percentile was 40.0mph (the 85<sup>th</sup> percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 35.2mph.</p> <p>1.2 <u>Metro Count results for New Buildings</u> - The survey was carried out between 01/11/2017 and 14/11/2017. A total of 8848 vehicles were checked. The 85<sup>th</sup> percentile was 33.8mph (the 85<sup>th</sup> percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 28.2mph.</p>	

	<p>1.3 In both cases, the results showed that there was no excessive speeding and that it was more a case of perception of speed rather than actual speed.</p> <p>1.4 The Clerk was asked to pass on the results to the residents who had raised the issue in each area.</p>	Clerk
<b>2017/141</b> Area Board	<p>1.1 Councillor Seed reported that the recent Area Board meeting had been poorly attended and had run overtime. Councillor Seed asked if the Parish Council had any requests for funding. Mrs McManus said that the Community Centre needed to raise money for a re-wiring which would cost in the region of £30,000 and asked if this was something that could be raised at Area Board. Councillor Seed suggested that it would be better to apply to Community First or Viridor as they were better placed to offer large grants.</p> <p>1.2 The next Area Board meeting 7<sup>th</sup> February 2018 at 7pm. The next CATG meeting is on 18<sup>th</sup> January 2018.</p>	
<b>2017/142</b> Defibrillator	<p>1.1 Mr Wood reported that the Defibrillator had arrived and been checked that it was fully working. The cabinet would be ordered after the meeting once the cheque had been signed. The cabinet would be the same as the one at the Community Centre. The electrician was ready to install the unit outside The Brewery Pub.</p> <p>1.2 A resuscitation training kit is sent with each Defibrillator bought, which means that the PC now have two, when only one is needed. It was suggested that we donate the spare one to Seend School. Councillors thought this was a good idea.</p>	<p>Clerk</p> <p>Mr Wood</p>
<b>2017/143</b> Parish Steward	<p>1.1 The Clerk reported that she had not had the latest timetable for when the Parish Steward was in Seend, so was not sure if he had already been this month.</p> <p>1.2 She reported that she had been contacted by a resident who had complained about the overgrown state of the path that leads from the Stocks up to Seend. He said it was difficult for children to walk along the path as it was overgrown with stinging nettles. Mr Haines said that this would be too big a job for the Parish Steward. The Clerk was asked to raise the issue through the My Wiltshire reporting service.</p>	Clerk
<b>2017/144</b> Correspondence	<p>1.1 The Clerk reported that she had received a further email from the couple who were considering buying the Bell Pub, outlining their plans. It was agreed that the Parish Council could not make any further comment until actual plans had been submitted.</p> <p>1.2 The Clerk had also received an email from a resident who had her car wing mirror damaged by another car passing near the Barge Bridge. The car failed to stop. The number of cars parked by the bridge was a causing a major problem for car drivers trying to negotiate this part of the road, and it was surprising that more accidents had not already occurred. The resident asked what the legal position was for parking on white lines.</p> <p>1.3 The Clerk read out the Rule: <i>"Parking on single white lines. If the road has a continuous single white line running along the left side, parking is considered legal but in some cases may be used to discourage parking – though this is subject to localised laws such as no parking enforcement signs or other such prohibited parking markings."</i></p> <p>1.4 This was not very clear. The Clerk was asked to contact the Community Beat Officer to see if she could if they could do anything about the problem.</p>	Clerk
<b>2017/145</b> Website and Email	<p>1.1 The Clerk reported that following last month's decision for all Councillors to be given a Council email address by upgrading the current contract with Names.co.uk, she had found a better and more suited deal through a local media company called Camelot Media who could provide the same service at a cheaper price.</p> <p>1.2 <u>Resolution</u>: Mr James proposed that we use Camelot Media to set up email addresses for all Parish Councillors. This was seconded by Mr Wood and unanimously approved by all Councillors.</p>	
<b>2017/146</b> Precept	<p>1.1 Following the Precept budget planning committee meeting earlier in the month, a draft budget for 2018-19 financial year had been circulated to all councillors. This contained a number of increases in specific areas. Parish Council approval to increase the Clerk's working hours from 9 to 12 hours per</p>	

	<p>week, meant that the salary budget would need to be increased to reflect the additional hours.</p> <p>1.2 Other increases to include an increased budget for contingencies as spending is likely to exceed the budget this financial year, and to include a budget for email and website improvements. There were also discussions on the pros and cons of including a highways element in the Precept, so two figures had been circulated, one that included a specific budget for highways projects and one that did not.</p> <p>1.3 With more financial responsibility being put on Parish Councils to pay at least a third of all highways improvements, most Councillors felt that it was important to build up reserves to pay for highway projects as they arise. In the current financial year, the Church Crossing will need to be paid for and had not been factored into the current Precept, so will be paid for from reserves.</p> <p>1.4 With a road safety review being carried out on Bell Hill, any recommended safety improvements would have to be paid for by the Parish Council.</p> <p>1.5 <u>Resolution</u>: Mr Wood proposed that the Precept for 2018-19 should include a budget for Highways projects and be increased to £17,895. This was seconded by Mrs Vince. Mr Haines did not take part in the vote. All other Councillors present voted in favour of accepting the Precept that included the Highways budget.</p> <p>1.6 This figure represents an increase from the current £25.77 for Band D household to £33.87, an additional £8.10.</p>																			
<b>2017/147</b>	<p><u>Resignation</u>: Mr Haines announced his resignation during the discussion on the Precept and immediately left the meeting.</p>																			
<b>2017/148</b> Financial Matters	<p>1. There were 6 cheques for signature:</p> <p><u>Cheques for Signatures</u></p> <table> <tr> <td>Grant Thornton</td> <td>£120.00</td> <td>External Auditing of Accounts</td> </tr> <tr> <td>Defibrillator Store</td> <td>£598.80</td> <td>Cabinet for Defibrillator</td> </tr> <tr> <td>Mrs S Bond</td> <td>£366.29</td> <td>Clerk Salary for November</td> </tr> <tr> <td>Mr M Wood</td> <td>£ 13.00</td> <td>Antiseptic wipes</td> </tr> <tr> <td>JDH Gardening</td> <td>£ 70.00</td> <td>Cutting of Allotment Hedge</td> </tr> <tr> <td>Mrs S Bond</td> <td>£366.29</td> <td>Clerk Salary for December (Postdated)</td> </tr> </table> <p>1.1 <u>Resolved</u>: Acceptance of the cheques was proposed by Mrs A'Bear and seconded by Mr Williams. All Councillors approved.</p> <p>2. Bank reconciliation to end of September 2017 - £19,129.14</p> <p>3.1 <u>Allotment Rent Review</u> – following recommendations in the Internal Auditors report, the Precept Committee discussed the rent at the budget planning meeting, and recommended that the full Council approve a small rent rise from the next financial year.</p> <p>3.2 <u>Resolution</u>: Mr Williams proposed that the rent for the next financial year be raised to £35 for a single plot and £60 for a double plot. This was seconded by Mrs A'Bear. All Councillors voted in favour of this rise.</p>	Grant Thornton	£120.00	External Auditing of Accounts	Defibrillator Store	£598.80	Cabinet for Defibrillator	Mrs S Bond	£366.29	Clerk Salary for November	Mr M Wood	£ 13.00	Antiseptic wipes	JDH Gardening	£ 70.00	Cutting of Allotment Hedge	Mrs S Bond	£366.29	Clerk Salary for December (Postdated)	
Grant Thornton	£120.00	External Auditing of Accounts																		
Defibrillator Store	£598.80	Cabinet for Defibrillator																		
Mrs S Bond	£366.29	Clerk Salary for November																		
Mr M Wood	£ 13.00	Antiseptic wipes																		
JDH Gardening	£ 70.00	Cutting of Allotment Hedge																		
Mrs S Bond	£366.29	Clerk Salary for December (Postdated)																		
<b>2017/ 149</b> Items for note	<p>1. Mr Williams said that the Clerk would be notified of the Best Kept Village Competition in January next year with applications being sent out in April. Mr Williams said he would take the lead on this event.</p> <p>2. Mr Wiltshire asked whether the landowner had cut the hedge at the top of Bollands Hill. It was confirmed that it had not been. Mr Williams offered to talk to the landowner concerned.</p> <p>3. Room Set up – Mr Murch and Mr Williams</p>	<p>Mr Williams</p> <p>Mr Williams</p>																		
<b>2017/150</b> Date of next meeting	<p><b>Tuesday 30th January 2018</b></p> <p>There being no other business, the Chairman closed the meeting at 10.45pm</p>																			

CHAIRMAN

Date: 30th January 2018