

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26th July 2016, at Seend Community Centre.

Present: Mrs G A'Bear, Mrs T Carr, Mr T James (arrived after item 2016/069), Mr P Manning, Mr K Rigg, Mr N Vaux, Mr M Wiltshire and Mr M Wood (Vice-Chairman).

Also present: Cllr J. Seend, PCSO Helen Wilson and members of the public.

Agenda Item		Action
2016/068 Apologies for Absence	Mrs A Heatley and Mr T Murch.	
2016/069 Co-option of Parish Councillor - Candidates: Dr Pamela Akerman Mr Nicholas Vaux	<p>There had originally been three candidates, but Mrs Jo Vaux had stepped down.</p> <p>Mr Nicholas Vaux was present and read out his statement.</p> <p>Dr Pamela Akerman was unable to attend, as she had a prior engagement with Melksham Dementia Friends, but her statement was read out by Mr Wood.</p> <p>Mr Vaux then left the room whilst the two applications were discussed. A paper vote was then taken with 4 votes cast for Mr Vaux, and 2 votes for Dr Akerman.</p> <p>Mr Vaux was declared duly elected, and completed a declaration of acceptance of office.</p> <p>The Clerk to advise Dr Akerman and Democratic Services.</p>	Clerk
2016/070 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) The Clerk had reminded Councillors of the need to complete the Register of Interests on line. Councillors indicated that they had problems doing this via the Wiltshire Council website.</p> <p>(ii) Mr Rigg declared an interest in item 14 on the agenda, Planning Application 16/00413/FUL.</p> <p>(iii) There were no requests for dispensation.</p>	Councillors
2016/071 Police and Local Councillor's Matters	<p>PCSO Helen Wilson reported that there had been 4 incidents in Seend; on 28 June there was a road traffic collision on the A365 between a car and a motorcyclist. On 29 June there had been a break-in to a vehicle in The Lye and farrier's equipment had been stolen. On 27 June cows had escaped into School Road and on 22 or 23 July a vehicle had been hit in the High Street, causing about £1,000 worth of damage, but the other vehicle did not stop.</p> <p>PCSO Wilson advised that the Neighbourhood Policing Teams will be disbanded on 17 October 2016, with officers moving to join the newly formed Community Policing Teams. Melksham officers would be moving to Trowbridge. A Community Co-ordinator would be appointed to be the point of contact between the Police and local groups such as Parish Councils. Officers' attendance at meetings will depend on operational needs. Cllr Seed said that he had recently been in touch with the local Inspector about this; police numbers have been cut by 20%.</p> <p>Cllr Seed reported that Baldham Bridge repairs are now complete. The road closure in Seend for installation of VAS commences next Monday, and the metro count results are now in, which indicate that there is not a speeding issue in Seend.</p> <p>Seend Cleeve had recently been closed again for road repairs, but parked vehicles prevented some of the work from taking place.</p> <p>Cllr Seed said that there is legislation relating to empty property that becomes dilapidated, but it is rarely used, even if neighbouring properties are being affected, except if it is likely to afford harbourage of vermin. Cllr Seed said that he would speak with a family member about the property in question.</p>	
2016/072 Items for discussion from members of the Parish – parking School Road	Email received from Carola Thorpe suggesting that the Parish Council approach the Cottle Family Trust about a possible car park for the school in the SHLAA site at the top of Bollands Hill. The Chairman had responded to Lady Thorpe by email, to advise that priorities had not yet been set, and the Housing Needs	

	Survey was still to be discussed. Councillors agreed that no action should be taken on this matter at this time.	
2016/073 Chairman's comments	Mr Wood said that there had been some discussion on email whether Aster Homes should be invited to the proposed extraordinary meeting following publication of the Housing Needs Survey. Councillors agreed that Aster Homes should not be included at this point in time.	
2016/074 Minutes of the previous meeting held on 28 th June 2016	<p>Minutes of the previous meeting held on 28 June 2016 had been circulated to all Councillors and were taken as read.</p> <p>2016/054 - Queen's birthday celebrations – A Councillor proposed that a tree should also be planted.</p> <p>2016/056 – Defibrillator project - Mr Wood said that it was also possible to apply for a subsidised defibrillator package from the British Heart Foundation.</p> <p>Following these amendments, acceptance of the minutes was proposed by Mr Wiltshire, seconded by Mr James, agreed unanimously.</p>	
2016/075 Matters arising	<p>Standing Orders – The Clerk confirmed that Standing Orders, item 7C Code of Conduct, stated - Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.</p> <p>Parking in Spout Lane – The Clerk advised that a meeting had taken place with Kevin Rigg, Terry James and Mark Evans, C&RT on Monday to review the parking near the Barge in Seend Cleeve, and in Spout Lane. It had been suggested that there may be some space available for herring bone parking on C&RT land on the north bank of the canal. Also that erecting a fence along the roadside on the approach to the bridge would deter parking on the verge which was making passing difficult and obscuring the view of vehicles approaching the bridge from the New Buildings end of the lane. Mark Evans said that he would contact Mark Stansby at Highways to discuss the fencing, and also speak with Wadworths about the possibility of providing some parking in the field adjacent to the Barge. The problem at Spout Lane was more difficult, and Mark Evans suggested that it was important to keep vehicles moving and, therefore, restricting parking to 2 hours or half a day could help to improve the problem; also that some limited double yellow lines would help to stop parking right up to the entrance to the tow path and in field gateways. Mark Stansby's email indicated that formal parking controls, such as double or single yellow lines or time limited on street parking areas might an option. This would require a parking review and completion of a form to be submitted to the Network Management team.</p> <p>Meeting between Worton PC and Cllr Whitehead re. C20 road – A Seend Parish Councillor was in attendance who felt that any similar meeting between Cllr Whitehead and Seend PC would need to be well planned and well structured in order to be as productive as possible.</p> <p>Installation of VAS signs – Mark Stansby indicated that there is no money available in the budget allocated to this project to hire in specialist equipment such as flashing signs to deter HGVs.</p> <p>SHLAA site - Persimmon Homes – Still no response from Persimmon Homes.</p> <p>High Street crossing – Email information from Worton PC indicated an approximate cost of £3,800 (without additional path), from Wiltshire Council Highway works. The Clerk to send the illustration of what the crossing would look like to Mr & Mrs Clark for their comments. Councillors were in favour of approaching the CATG and Area Board for agreement for part funding for this project. The Clerk to request a formal quote for the works from Wiltshire Council, and Mr Manning and Mrs Carr to approach CATG for a funding decision. Quotes for the additional pathway work to be sought at a later date.</p> <p>Profile – Mrs Heatley to submit the next Councillor profile for Spotlight.</p> <p>Tree matters – This matter is now with Katie Lloyd (Natural England Officer), and she is liaising with Highways about the best method to deal with the area. A follow up email had been sent to Katie Lloyd, but no response received yet.</p> <p>Clerk's Job - Still awaiting Job Assessment from SLCC. The Clerk to follow up.</p>	<p>Clerk P.Manning T. Carr</p> <p>A. Heatley</p> <p>Clerk</p>

	<p>Queen's birthday Celebrations – Mr Manning advised that he had prices from two companies that sell tree seats. A pine seat would cost £175; a hardwood (teak) seat would be over £800. Mr Rigg proposed obtaining a pine seat at £175, seconded by Mr Wiltshire, agreed unanimously. Mr Manning to arrange purchase of pine bench. The seat to go around the Jubilee Oak. It was also agreed to plant a tree later in the year, the location to be agreed at a later meeting. All Councillors to consider a suitable site for the tree.</p> <p>Village newsflash email – notice in this month's Spotlight.</p> <p>Layby at The Stocks/A361 – Email received from Mark Stansby to advise that he will not be able to attend a site meeting to discuss this matter. He was the officer who investigated this concern the first time around and unless the PC can advise otherwise he is not aware of any changes on the ground since his previous visit. The Issue was discussed, but not prioritised for further investigation by the CATG.</p> <p>He has taken a fresh look at the most recent 6 year collision data available from the Police and reports that no personal injury collisions have been recorded here for vehicles entering or exiting the lane to Seend Cleeve. If the Parish wish to persist with this then the issue must be raised again using the Area Board reporting mechanism. Mr Rigg proposed that this be followed up via the Area Board, seconded by Mr James.</p> <p>Hedge cutting & path clearing – Email sent to Aldetha Raymond, she has responded that she is away from the office at the moment but will respond in due course.</p> <p>Sandridge Solar Agreement – Agreements sent back to StJohn Hughes, and receipt acknowledged; they will be countersigned and returned in due course.</p> <p>Metro count results – Received and forwarded, including Bruce Talmage.</p> <p>Footpaths/stiles – The Wiltshire Council website indicates that the landowner is responsible for maintaining stiles, gates and other boundary crossings. The Clerk to try and obtain the landowner's contact details with regard to the collapsed stile where SEEN14 meets SEEN45 (Park Lane).</p> <p>Bell Inn - Lloyd Stephens, Operations Director (Tenanted) at Wadworths has advised that, unfortunately, the Bell has been closed for much longer than they anticipated. They instructed a local surveying company to apply for consent to complete external and internal changes. The Planners approved the alterations. The Bell has to provide a good food offering to attract customers from inside and outside of the village and on reflection they felt the scheme approved lacked sufficient capacity and facilities to achieve this. They have subsequently instructed a different surveyor / designer who is currently in discussion with the Planners on a revised scheme. It is Wadworths intention to re-open the Bell as soon as possible and once they have a scheme approved they will be able to recruit a new licensee.</p>	<p>P. Manning Clerk Councillors</p> <p>Clerk</p> <p>Clerk</p>
<p>2016/076 Defibrillator project, proceeding to quote stage</p>	<p>Mr Wood had been in contact with Community Heartbeat Trust, and also investigated other suppliers; there had been some discussion on email whether it was best to have a locked or unlocked cabinet. SW Ambulance service has indicated that they will only support unlocked cabinets. Heartsafe don't supply unlocked cabinets. The cost from CHBT is £1,645; this includes signage, a cardiac response seminar, web-based maintenance and post-rescue counselling. The Defibrillator Store cost is £1,090 + VAT + cost of cabinet = £1,562.50. Replacement pads last 2 years and cost £50 for adult size, and £90 for children's size; a battery lasts 4 years. Application can be made to the British Heart Foundation who will supply a defibrillator worth £1,000 for a donation of £400, training is supplied, but it would be necessary to supply our own cabinet and the cost of installation. Mr Wood has made an application, and is waiting for the BHF to come back to him. Mr Rigg proposed obtaining a defibrillator via BHF, seconded by Mrs A'Bear, agreed unanimously. The Clerk confirmed that defibrillators are covered by the PC's current insurance policy, up to the value of £5,000, in either locked or unlocked cabinets.</p>	<p>M Wood</p>
<p>2016/077 New Parish Steward service</p>	<p>Information has now been received about the new Parish Steward service. The scheme starts in October; a Top 5 Priority Sheet should be completed by September. The priorities should be for work on Wiltshire Council highway, with enough detail so the Parish Steward understands the work requirements. The</p>	

	council is currently considering if and how it can advise parish councils of any discretionary work requests it receives from residents, so this can be passed on for consideration for Parish Steward work allocation. Mr Manning agreed to be the PC's contact person for the service. All Councillors to give some thought to Seend's top 5 priorities for October, and bring to next meeting.	P. Manning Councillors															
2016/078 Neighbourhood Plan update & Housing Needs Survey	Mrs A'Bear reported that they are continuing to get in last responses from stakeholders, and they have had to chase the school, clubs and businesses, a survey will then go out. The next meeting is on 4 th August at the Pavilion. The HNS has now been received, and printed copies were given to all Councillors. The date for the extraordinary closed meeting was agreed for Tuesday 9 th August, 7.30 p.m. in the upstairs room at the Community Centre, attendance by Parish Councillors and members of the Neighbourhood Planning Group only. An open meeting for the parish to be arranged after this meeting.	Clerk															
2016/079 Area Board & CATG	There had not been an Area Board meeting. Mrs Carr reported that Melksham WO had requested a reduction in the speed limit from 50 to 40 mph from Turnpike towards Melksham. Melksham Town Council is asking for a base for a bus shelter, and also a new bus stop at Melksham station.																
2016/080 Highways / road safety issues	Letter received from Mr & Mrs Burgess, Cleeve Lodge, Trowbridge Road, requesting that the 50 mph speed limit be extended from The Stocks up to the village 30 mph. Councillors agreed this was desirable, but noted that a request for this in the past had been refused. Mr Manning advised about the International Road Assessment Programme and European Road Assessment Programme. These programmes required that 90% of all roads achieve a 3* rating by 2020. The rating is dependent on aspects such as the number of properties close to roads and the relevant speed limits.																
2016/081 Planning matters	Application Ref: 16/00413/FUL Wych Elm, Seend Hill Change of use from domestic garden to tourist accommodation, involving siting of a single log cabin and a timber storage shed (partly retrospective – proposed revisions to planning permission 14/08703/FUL) Councillors voted 6 against, 2 abstentions. Comments: Councillors discussed and felt the scale is incorrect; the specifications are too vague, especially with regard to waste water and sewage. The proposed pedestrian access is dangerous because of a lack of footpath. Application Ref: 16/06081/FUL The Bungalow, Little Thornham Farm, Trowbridge Rd Demolish existing bungalow and construction of replacement dwelling. Councillors voted 6 to approve, 1 objection, 1 abstention. Application Ref: 16/06071/FUL 94 Seend Cleeve Councillors voted 6 to approve, 2 abstentions. It was noted that the application for Oriel House had been approved with conditions.	Clerk															
2016/082 Correspondence	There were no items of correspondence																
2016/083 Financial matters	There were five cheques for signature: <table> <tr> <td>Mrs R E Fisher</td> <td>£358.05</td> <td>Clerk's salary July</td> </tr> <tr> <td>HMRC</td> <td>£8.20</td> <td>PAYE</td> </tr> <tr> <td>SLCC</td> <td>£103.00</td> <td>Annual subscription</td> </tr> <tr> <td>GCCF</td> <td>£7.63</td> <td>Printing Housing Needs Survey</td> </tr> <tr> <td>Wiltshire Wildlife Trust</td> <td>£36.00</td> <td>Annual subscription</td> </tr> </table> Acceptance proposed by Mr James seconded by Mr Wiltshire, agreed unanimously. A bank reconciliation to the end of June had been circulated to all Councillors; this showed that there is £18,000.68 in the Parish Council's accounts.	Mrs R E Fisher	£358.05	Clerk's salary July	HMRC	£8.20	PAYE	SLCC	£103.00	Annual subscription	GCCF	£7.63	Printing Housing Needs Survey	Wiltshire Wildlife Trust	£36.00	Annual subscription	
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2016/084 Items for note	Mr Wood thanked Mr Vaux for applying again to stand for co-option. Councillors expressed the hope that Dr Akerman would also re-stand for the next vacancy. Mr James asked that the date for the Precept meeting in November be agreed at the next meeting.																
2016/085	Tuesday 30th August 2016																

Date of next meeting	Mrs A'Bear and Mr James to set up the room at 7 pm for the August PC meeting. There being no other business, the Chairman closed the meeting at 10.25 p.m.	
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CHAIRMAN
Date: 30th August 2016