

SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 31st July 2018 at Seend Community Centre.

Present: Mrs G A'Bear, Mrs A Heatley, Mr T James (Chairman), Mr P Manning, Mr B Nicholls, Mr J Padfield, Mr William and Mr Wiltshire.

Also present: Councillor Jonathon Seed, Mrs Sue Bond (Clerk), Mr Christopher Powell and Ms Lucy Charman from Woolley & Wallis Land Agents, Mr George Clarke and Mr Steve Vaux (Seend CLT) and two parishioners.

Agenda Item		Action
2018/38 Apologies for Absence	Mrs Akerman and Mrs Vince	
2018/39 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) There were no declarations of Interest in items on the Agenda (iii) There were no requests for dispensations.	
2018/40 Local Councillor Matters	1. Councillor Seed reported that it was a quiet period for Wiltshire Council. Few meetings are being held to allow for staff to take holiday. 2. One of the Parish Councillors asked Councillor Seed for advice regarding planning applications for properties which involved annexes. It is usual for the Parish Council when commenting on an application, if approving, to state that the annex must remain ancillary to the main house. But with the rise in annexes being used for AirBnB, they asked if Wiltshire Council were going to implement any measures that recognised this potential commercial use of an annex. Councillor Seed said that he was not aware of any particular protocol as yet, and that it would probably be looked at on a case by case basis. He suggested that the Parish Council when commenting should ask that the annex remain ancillary to the property and that it should not be used for commercial purposes.	
2018/41 Items for Discussion from Members of the Parish	There were no Items for discussion from members of the Parish.	
2018/42 Minutes of the Previous Meeting	1. The Minutes of the meeting held on 26 th June 2018 had been circulated to all Councillors. 1.1 Resolution: Acceptance of the Minutes as an accurate record was proposed by Mrs Heatley and seconded by Mr Williams. Those Councillors that did not attend the last meeting did not vote, but all other Councillors voted in favour of approving the minutes.	
2018/43 Matters Arising Not Already on the Agenda	<u>WW1 Trees – Minute no: 2018/24.1.3</u> Following agreement in June by the Lye Field Trustees to have 5 trees planted on the Lye Field, it is still yet to be confirmed the exact location and type of trees. Further discussions needed. <u>Winter Weather Preparations – Minute no: 2018/2018/14.3</u> This had been deferred from the last meeting. Councillors discussed what quantity of salt should be ordered in preparation for the Winter. It was agreed that we order 1.5 tonnes, equating to 60 x 25kg bags. Mr Manning, with the help of Mr Wiltshire, to collect the salt from one of the depots. <u>Best Kept Village Competition – Minute No: 2018/24.5</u> The Chairman reported that he had received a letter from Claire Perry MP congratulating Seend on achieving first place in their category in the first round of judging. Mr Williams reported that the judges would have now carried out their second round of inspections and we were awaiting the results. <u>Draft Housing Site Allocations Plan – May Minute no: 2018/9.1.3</u> Mrs A'Bear reported that the 2 nd draft of this document now has the revised Settlement Boundary with the amendments requested by Parish Council. The Bell Inn	Clerk Mr Manning & Mr Wiltshire

	<p>car park is now outside the Settlement Boundary which may help to protect it from development. Another amendment concerning one of the big houses in the High Street was also changed.</p> <p><u>Church Crossing – Minute no: 2018/26.1.2</u> It was reported that this had now been completed. It had been sympathetically done, but it could do with having white lines or some other identifying feature to warn motorists to slow down because of the crossing.</p> <p><u>Bell Hill cross roads road safety measures – Minute no: 2018/26.1.3</u> No Update as yet.</p> <p><u>Seend High Street – speed awareness measure</u> - Mrs Heatley reported that she had received the following response to her enquiry to the Community Police Liaison officer regarding the use of card board cut outs of policemen holding speed cameras. <i>“Permission from Wiltshire CC Highways would be needed for any signage put on the Highway or verge as they would need to comply with the traffic signs manual.”</i></p> <p>There was some discussion on what else could be done to help reduce the speed of cars travelling along the High Street.</p> <p>The Clerk to ensure that there is always a Highways item on the agenda in future.</p>	Clerk
2018/44 Police Matters	<p>The following incidents had been reported.</p> <ul style="list-style-type: none"> • 15 June – electric fence switched off in Rusty Lane. • 16 June – 2 x catalytic converters, one exhaust and some sensors were taken from vehicles at the Old Sawmills, Sells Green. • 27 June – common assault at The Barge. • 30 June – Dwelling burglary – Inmarsh Lane. Man returned home to find intruder coming out of front door, having taken a mobile phone. • 5 Jul 6.17pm – Accident on A361 at Seend Cleeve House. White van collided with a red Ford Fiesta that had stopped. Passenger in white VW van taken to Southmead Hospital due to previous back injury. • 7 Jul – Red Citroen ran off the road near the bridge at The Barge, Seend Cleeve. 	
2018/45 Neighbourhood Plan	<p>Mrs A'Bear reported that with the help of the consultants Place Studios Ltd, the Neighbourhood Plan was progressing well.</p> <p>The NPSG are close to finalising the letter to be delivered to all parishioners referring to Local Green Space in the Parish with a request for feedback. The letter will have to come from the Parish Council, so will be on PC letter heading, but the responses will need to go to the NPSG committee. They hope to publicise this further at the Seend Flower Show and at the Seend Breakfasts.</p> <p>The NPSG has been working closely with the Seend CLT. A joint workshop will be held in September.</p> <p>Place Studios Ltd has produced a draft “Pre Application Community Involvement Planning Protocol” that will give the Parish Council and NPSG guidelines on how to respond to planners seeking early engagement of proposed housing developments. To be approved under the Planning Agenda item.</p>	
2018/46 CLT Update	<p>Mr George Clarke, Chairman of the Seend CLT made the following report.</p> <p>Seend Community Land and Asset Trust CIC was legally formed on the 26th July.</p> <p>Following incorporation the Seend CLT will be able to open a bank account and apply for grants. As a precursor to applying for grants a quarterly budget has been prepared. This will need to be updated as plans develop. Initial contact has been made with the three housing associations recommended by Wiltshire County Council and it is clear that to proceed further we now need potential sites.</p> <p>Accordingly Victoria Bodman as Community Led Project Housing Officer has written to potential landowners to explore if any are interested in working with</p>	

	<p>the CLT and appeals have been put out in the Parish magazine for anyone who might be interested in taking this further.</p>	
<p>2018/47 Planning Matters</p>	<p><u>1. Pre Application Community Involvement Planning Protocol</u></p> <p>1.1 Councillors had been circulated prior to the meeting a draft protocol giving guidelines on how the Parish Council should respond to planners seeking early engagement on proposed housing developments. The protocol contained 10 commitments for effective pre-application engagement. Place Studios advised that it was good practice to have a protocol in place ready for when the Parish Council might be approached by developers.</p> <p>1.2 <u>Resolution:</u> The Chairman proposed that the Protocol be formally adopted by the Parish Council in its current form with no amendments needed. This was seconded by Mr Padfield. All Councillors voted in favour of adopting the Protocol.</p> <p>1.3 The Clerk to put a copy on the planning page of the Parish Council website.</p> <p><u>2. Pre Planning Consultation with land agents on a proposed development site at Little Mitchells Farm, Seend Cleeve</u></p> <p>2.1 The Chairman welcomed to the meeting Ms Lucy Charman and Mr Christopher Powell, representatives from the land agents Woolley and Wallis. Councillors had been circulated the first draft of plans for a small housing development on land between Little Mitchells Farm and New Buildings in Seend Cleeve. The development would come under a new policy known as a “small, entry level site”.</p> <p>2.2 The 8 houses would consist of 4 x 3 bed starter homes, 2 x open market houses and 2 x 2 bedroom downsize/retirement bungalows. Mr Powell said that the mix of housing would provide some starter homes at less than market value with some open market housing to ensure some profit for the development. Trust agreements would be put in place so that not only the first buyers would be able to purchase at less than market value, but also those following.</p> <p>2.3 Mr Powell stated that their aim in making this informal first engagement was to get initial feedback from the Parish Council on the idea of a small development. It was hoped that this type of small housing development would be better received by the community than a larger development.</p> <p>2.4 Councillor Seed commented that there was currently a huge gap between affordable housing and social housing. There were many young people who wanted to get on the housing ladder, but could not afford to do so, nor were they eligible for social housing. He said that this type of housing scheme would help these young people.</p> <p>2.5 Mrs A’Bear stated that this new policy “small entry level site” was not currently part of Wiltshire Council’s Core Strategy. The Neighbourhood Plan Steering Group was still gathering the information on what type of housing and where parishioners would want these houses to go. The Parish Council would need to be guided by the rest of the community on how it should respond to such planning applications.</p> <p>2.6 Councillors made no formal decision on whether to support or oppose the plans. The Chairman thanked Ms Charman and Mr Powell for coming.</p> <p><u>3. Planning Applications:</u></p> <p><u>3.1 Application Number: 18/05648/FUL and 18/05865/LBC</u> Site Location: The Bell Inn, Bell Hill Seend SN12 6SA Proposal: Change of use from A4 public house to C3 dwelling house and erection of car barn.</p> <p>3.2 This application was discussed at length by councillors. Whilst sad at the prospect of losing the Bell Inn as a public house and a historic part of the Parish, the building had been empty for some years and was rapidly deteriorating. The change of use would ensure that the building, as a single dwelling, would be sympathetically renovated because of its Listed Building</p>	<p>Clerk</p>

	<p>status.</p> <p>3.3 As there had been a late submission of some plans that changed the car barn to 4 car parking spaces, there was some confusion as to which plans the Parish Council needed to comment on.</p> <p>3.4 The two planning applications, one for full planning and the other a listed building consent application, both with the same details, were discussed as one. Councillors decided to split their decision into two resolutions. The consensus was that the building of the car barn would be detrimental to the overall plans and would have a damaging visual impact on the site.</p> <p>3.5 <u>Resolution 1</u>: Mr Manning proposed that the two planning applications for the change of use from an A4 public house to a C3 dwelling house with the erection of a car barn be opposed. This was seconded by Mr Williams. All councillors voted in favour of this resolution.</p> <p>3.6 <u>Resolution 2</u>: Mr Manning proposed that the two planning applications for the change of use with the provision of the 4 car parking spaces instead of the car barn be approved. This was seconded by Mr Williams. All Councillors voted in favour of this resolution.</p> <p><u>4. Application Number – 18/05948/FUL</u> Site Location: Pile Farm Stables, Bollands Hill, Seend Proposal: Single storey rear extension and dormers to first floor</p> <p>4.1 <u>Resolution</u>: Mr Padfield proposed approval of this planning application. This was seconded by Mrs Heatley. One Councillor voted against, based on their concerns about the front gabling, but all other Councillors voted in favour.</p> <p><u>5. Application Ref: 18/06182/FUL</u> Site Location: 8 Perrys Lane, Seend Cleeve SN12 6QA Proposal: Single and two storey extensions</p> <p>5.1 <u>Resolution</u>: The Chairman proposed that this planning application be approved. This was seconded by Mrs A'Bear. All Councillors voted in favour.</p> <p><u>6. Application Ref: 18/06340/FUL</u> Site Location: Whites Farmhouse, 7 Seend Cleeve Proposal: Demolish existing garage and build new garage</p> <p>6.1 <u>Resolution</u>: Mrs Heatley proposed that this planning application be Approved but with the condition that the garage with upstairs office remain ancillary to the main house and not be used for commercial purposes. This was seconded by Mr Nicholls. All Councillors voted in favour.</p>																			
<p>2018/48 Correspondence</p>	<p><u>Leaflet on Seend</u> - Mrs Heatley reported that she and the Chairman had been sent the first draft of a leaflet about Seend Parish prepared by parishioner, Ms Tessa Doe. The intention would be for the leaflet to be available free of charge to visitors via the Post Office, local pubs and bed and breakfasts. Councillors thought the leaflet was a great idea and agreed that the Parish Council would pay for the photocopying. This would cost 2p per leaflet (more if it was a coloured leaflet) if photocopied on the Spotlight Printer. Mrs Heatley to liaise with Tessa in preparing the final draft. 500 to be printed as a first print run. The Clerk to put it on the Parish Council website and other village websites.</p>	<p>Mrs Heatley Clerk</p>																		
<p>2018/49 Financial Matters</p>	<p>1. There were 6 cheques for signature:</p> <p><u>Cheques for Signatures</u></p> <table border="0"> <tr> <td>SLCC</td> <td>£115.00</td> <td>Clerk Membership</td> </tr> <tr> <td>Wilts Assoc of Local Councils</td> <td>£14.99</td> <td>Book on Local Councils</td> </tr> <tr> <td>Camelot Media</td> <td>£475.00</td> <td>Update of NPSG website</td> </tr> <tr> <td>Water2business</td> <td>£ 31.22</td> <td>Water bill for allotments</td> </tr> <tr> <td>Mrs S Bond</td> <td>£535.65</td> <td>Clerk July Salary</td> </tr> <tr> <td>Place Studios Ltd</td> <td>£2,170.80</td> <td>Neighbourhood Plan work</td> </tr> </table> <p>1.1 <u>Resolution</u>: Acceptance of the cheques was proposed by Mrs Heatley and seconded by Mr Wiltshire. All Councillors approved.</p>	SLCC	£115.00	Clerk Membership	Wilts Assoc of Local Councils	£14.99	Book on Local Councils	Camelot Media	£475.00	Update of NPSG website	Water2business	£ 31.22	Water bill for allotments	Mrs S Bond	£535.65	Clerk July Salary	Place Studios Ltd	£2,170.80	Neighbourhood Plan work	
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	2. Bank reconciliation to end of June 2018 - £28,251.14	
2018/ 50 Items for note	1. The Clerk reported that landscape contractors had cut back the overgrowth and strimmed the grass in the graveyard in Seend Cleeve. This had been arranged by the Methodist Minister. It is now much easier for visitors and parishioners to visit the graveyard. He confirmed that this would be done more regularly to keep it in check. 2. Mrs Heatley and Mr Wiltshire to set up the meeting.	Mrs Heatley & Mr Wiltshire
2018/51 Date of next meeting	There being no other business, the Chairman closed the meeting at 21.08 The date of the next meeting is Tuesday 28 th August 2018	

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CHAIRMAN

Date: 28th August 2018