

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Goss Croft Hall, Upper Seagry SN15 5HD

12th March 2019

Present: Cllr M Barber (Chairman), Cllr R Barr, Cllr J H Crosland (Vice Chairman), Cllr K Pearce, Cllr K Taylor and Cllr Mrs B Zehetmayr.

Also Present: Wiltshire Councillor H Greenman, 3 members of the public and Mr V Vines MBE Clerk of the Council.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972

PUBLIC QUESTION TIME

a) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area, Mr Stephen Harris and the Avonline Contractors Installation Manager, Mr Richard Nelson were in attendance and updated the Council on progress and the next stages. No formal contact had been made with Seagry Parish Council and others within the Chippenham Community Area prior to this and following concerns the matter had been taken to the Parish Forum for discussion, particularly in regards to overall management responsibility, nuisance and reinstatement works.

Although welcoming the much-needed project all Parishes had now become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works.

The Seagry Parish Council Chairman had become involved with representatives of Gigaclear and others and the representatives from Gigaclear and Avonline were in attendance to hear and potentially resolve outstanding issues of concern as the project was seriously damaging both highways and verges and the reputation of both companies.

It was indicated that there had been a temporary suspension of works in order for negotiations and solutions to be found, particularly on the question of timescales for reinstatement but also the potential trespass on private property (highway verge) where owner's approval would be required. **The Chairman agreed to correspond with all interested parties so that all were well aware of the remaining Parish concerns. Both representatives were thanked for attending.**

b) Mr B Zehetmayr reported that a number of highway verge timber bollards had been knocked over as a result of recent highway works and road closures/diversions and would need re-installing.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

75/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Ball.

76/18 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 12th May 2015) and Standing Orders (Adopted 12th May 2015)

No Interests were declared.

77/18 MINUTES Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Planning Meeting held 8th January 2019. **Cllr M Barber proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY**

78/18 PLANNING

Planning Applications: Prior to the consideration of the Planning Applications, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

a) 18/12090/FUL

Alteration refurbishments and re-construction of roof over existing double garage to form additional bedroom, replacement doors and windows, including conservation roof lights.

Replacement roof over existing porch, new single garage with cycle and log store
Polkerris, Upper Seagry SN15 5EX
For Mr & Mrs Mike & Chris Fraser

** In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members agreed that the Clerk should respond within the required timescale advising that there were no objections in principle to raise and agreed that this would be confirmed at the next Council Meeting. In responding the Council advised Wiltshire Council that part of the application was the erection of a new single garage with cycle and log store, replacing that lost by the alterations to the dwelling. The elevation detail showed this on the submitted drawings and although there were some direction titles there was no indication on any of the drawings of the intended siting. Without this detail the Council suggested that the applicant should be asked to clarify this before any decision was taken. Subsequently, amended plans were submitted providing this detail.

Following consideration of the amended details **the Council resolved to confirm the no objections decision**

Cllr M Barber proposed, Cllr Mrs B Zehetmayr seconded and RESOLVED UNANIMOUSLY

- b) 19/01633/FUL
Demolition of Existing Conservatory to Side and replacement with
Oak Framed Orangery Extension
39 Henn Lane, Upper Seagry SN15 5HA
For Mr & Mrs Hutton

Following consideration of the application **the Council resolved to raise no objections to the proposal**

Cllr M Barber proposed, Cllr Mrs B Zehetmayr seconded and RESOLVED UNANIMOUSLY

- c) 19/01780/PNCOU
Notification for Prior Approval under Class Q - Conversion of Agricultural Barn
to Create 2 No New dwellings (Revised Scheme to 17/08579/PNCOU)
Five Thorn farm, 25 Five Thorn Lane, Upper Seagry SN15 5EZ
For Mr & Mrs R Harford

Following consideration of the application **the Council resolved to raise no objections to the proposal**

Cllr M Barber proposed, Cllr K Pearce seconded and RESOLVED UNANIMOUSLY.

Planning General: The Council noted the following decisions:

- a) 18/10972/FUL
Proposed Rear 2 Storey Extension
11 Broadleaze, Upper Seagry SN15 5EY
For Mr Phil Lobb **Approved with Conditions 11th February 2019**
- b) 18/12090/FUL
Alteration refurbishments and re-construction of roof over existing double garage
to form additional bedroom, replacement doors and windows, including
conservation roof lights.
Replacement roof over existing porch, new single garage with cycle and log store
Polkerris, Upper Seagry SN15 5EX
For Mr & Mrs Mike & Chris Fraser **Approved with Conditions 4th March 2019**

79/18 FINANCE

The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments:**

Mr R Tucker. Grass cutting Inv 08 03.12.18	£ 45.00*
Mr R Tucker. Grass allotments Inv 08 03.12.18	£ 10.00*
Clerks Expenses Mr V A Vines Year 2018-2019	£ 461.58
Clerks Net Salary Mr V A Vines Year 2018-2019	£ 2,344.16
Clerks HMRC Year 2018-2019 PAYE 01.03.19	£ 586.04
Place Studio Ltd. Neighbourhood Plan support. Inv 5770 20.02.19	£ 1,235.40
Wiltshire Council.CATG Contribution. Road marking Inv 90322080	£ 175.00

* Cheque re-issued as original cheque 000577 had been lost in the post

Cllr J H Crosland proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY

- b) **Receipts:** The Council noted that there had been no Receipts since the last Council Meeting. **(noted)**
- c) **Bank Account Balance/s:** The Council noted the following:

Lloyds Account No. 00454316 as at 31st January 2019 £ 26,459.03

80/18 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr J H Crosland, the Council link, had provided the Parish Steward with updated priority works details for the recent visit. A further visit was scheduled for 8th April 2019. **(noted)** The Council noted receipt of Cllr Wayman's Local Highways January 2019 Newsletter. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish.

There were no issues raised.

- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

Member's attention was again drawn to drainage from agricultural land entering the highway in Five Thorns Lane, which the Clerk would report to Wiltshire Council Highways.

81/18 STANDING ITEMS

- a) **Recreation Ground:** There was no update. **(noted)**
- b) **Notice Boards:** There was no update required. **(noted)**
- c) **Flooding & Drainage:** Minute 80/18 (c) refers. There was no further update required. **(noted)**
- d) **Parish/Community/Website/Newsletters/Social Media:** There was no update required. **(noted)**
- e) **Local Council Award Scheme:** There was no update required. **(noted)**
- f) **Asset Register:** There was no update required. **(noted)**.
- g) **School Liaison:** It was reported that the School was supportive of the introduction of a local Community Speedwatch Scheme. **(noted)**
- h) **Council Standing Orders & Financial Regulations:** The Council would consider updates at a future Meeting. **(noted)**

- i) **Council Code of Conduct:** The Council would consider updates at a future Meeting. (noted)
- j) **Risk Assessment, Health & Safety and Management Register:** There was no update required. (noted)
- k) **Freedom of Information Act-Publication Scheme:** There was no update required. (noted)
- l) **Seagry Spitfire Memorial Project:** There was no update required. (noted)
- m) **Goss Croft Hall:** There was no update. (noted)
- n) **Allotments:** There was no update required. (noted)
- o) **Wiltshire Council Chippenham Area Board and Parish Forum:** An Area Board Meeting was held on the 4th February 2018 at Monkton Park, Chippenham. A further Meeting was scheduled for Monday 25th March 2019 to be held at Monkton Park, which would include a Cyber Crime Workshop. The Parish Forum met on Wednesday 20th February 2019 in The Union Chapel, Middle Common, Kington Langley. The Guest Speaker had been from Wiltshire Neighbourhood Watch. The next Forum Meeting was scheduled for Wednesday 17th April 2019 in Biddestone Village Hall at 7.30pm.(noted)
- p) **Parochial Church Council:** It was reported that there would be a Church clean up held on Saturday 11th May 2019 commencing at 10.30 am. (noted)
- q) **Seagry Neighbourhood Plan:** Mr B Zehetmayr updated the Council on progress and reported that it was hoped to launch the Regulation 14 Consultation period in April, which would allow a 6-week consultation period for responses to the Draft Plan. Minute 82/18 (e) also refers. (noted)
- s) **Neighbourhood Watch:** There was no update. (noted)
- t) **Emergency Planning:** There was no update. (noted)
- u) **Insurance:** There was no update required. (noted)
- v) **Signpost Magazine:** It was suggested that an article be submitted regarding the Gigaclear broadband installation programme so that Parishioners were aware of the situation. (noted)
- w) **Seagry Community Forum:** There was no update. (noted)

82/18 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) Wiltshire Council Operational Flood Working Group North. The Council noted that the Working Group had met on Wednesday 9th January 2019 at Trowbridge Rugby Club, Hilperton BA14 6JB. A further Meeting was scheduled for 13th March 2019 at Monkton Park Chippenham. (noted)
- b) Chippenham Community Area Engagement Manager. The Council had become aware that Vicky Welsh, the Chippenham Community Area Engagement

Manager, was leaving Wiltshire Council. The Clerk had sent a letter of thanks and good wishes to her. Her replacement was Mr Oliver Phipps "Ollie" who for a number of years had been the Malmesbury Community Area Engagement Manager. (noted)

- c) Electoral Review of Wiltshire. Local Government Boundary Commission: Draft Recommendations. The Council had received the draft recommendations on the future electoral arrangements for Wiltshire Council. The proposal was that there should be 98 one-Councillor Divisions across the Wiltshire Council area and that the Parish should remain in the Kington Division. In the circumstances there was no need for the Council to respond to the Consultation commencing on 5th February 2019 and ending on 15th April 2019. (noted)
- d) Wiltshire Council - Briefing Note No 375 – Polling District and Polling Place Review. The Council noted receipt of a Briefing Note in regards to the Review. (noted)
- e) Seagry Neighbourhood Plan. The Council and the Seagry community had received regular updates from the Neighbourhood Plan Steering Group over the last couple of years as progress had been made on the Neighbourhood Plan. Although "hosting" the Plan the Council as the "qualifying body" had always remained at arms-length to the process and through the commitment of the small Group involved, with guidance from Place Studio Ltd, their consultants, had successfully reached the Draft Neighbourhood Plan Stage. The Council had previously expressed their gratitude over the months and the Annual Parish Meeting was to be used as the launch of the Regulation 14 consultation process, which gives Parishioners and Statutory consultees a 6-week period to comment on the Draft Plan. The Draft Plan would appear on the Council's website and copies made available in various places, possibly the Goss Croft Hall, the Pub, the Church and the School where comment sheets would be made available. There would be a need for a leaflet drop to all properties in the Parish to inform people of the opportunity to view and comment. The entire process required compliance with Regulation 14 Consultation procedures so as not to undermine the plan-making process. Any comments and views received from people who live and work in the area will then be considered by the Steering Group, if necessary incorporated into the Plan, which will then move on to the Referendum. From a Council point of view there was a need to consider and agree that the content of the Draft Plan and supporting evidence were ready for public consultation, that the timing of the 6 week period for consultation was agreed, that the hard copy and electronic comment forms were ready and that it was clear how all can be viewed/accessed and comment made. The Council had received an update report from the Steering Group as an earlier Standing Agenda item 7 (q). Minute 81/18 (q) refers.

There was a need for the Housing Needs survey, recently received, to be accepted by the Council so that the details could become in the public domain. **The Council agreed that this was acceptable and that it could form part of the Draft Local Plan supporting paperwork. Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY**

Council Members had only recently received copies of the Draft Neighbourhood Plan for comment and wished to have an extended period to consider the detail. Consequently, it was agreed that an Extraordinary Council Meeting should be held on Tuesday 9th April 2019 at 7.00pm prior to the Annual Parish Meeting to formally consider and agree that all was acceptable for the Regulation 14 Consultation period to commence. **Proposed Cllr R Barr, seconded Cllr M Barber and RESOLVED UNANIMOUSLY**

- f) Wiltshire Council – Briefing Note 19-001. The Council noted receipt of a Briefing note in regards to the Statutory Consultation on the Vision for Special Needs Schools, closing 1st March 2019. **(noted)**
- g) CPRE Wiltshire and Hills Group Best Kept Village Competition 2019. Advance notification had been received advising the Council that entries would be requested by 22nd April 2019. The Council had previously entered the Competition and won the North Wiltshire Area small village class on a number of occasions. Because of the disruptive nature of the Gigaclear broadband installation and reinstatement issues the Council’s immediate reaction was not to enter this year. However, **it was agreed that** the matter should be included as an Annual Parish Meeting Agenda item to gauge local views.
- h) Wiltshire Council - Briefing Note No 19-002 – The Council noted receipt of a Briefing Note in regards to a Consultation on Children’s Centre Rationalisation, closing 20th March 2019. **((noted)**
- i) Wiltshire Council - Briefing Note No 19-003 – The Council noted receipt of a Briefing Note in regards to Electoral Review of Wiltshire Council – Draft Recommendations of the Local Government Boundary Commission. Consultation closing 15th April 2019. **(noted)**
- j) Involve Swindon. The Council had been advised of the volunteer scheme opportunities. The Council agreed that in principle there could be advantages is discussing potential work in the Parish. Members would consider potential projects. The matter could also be included as an Annual Parish Meeting agenda item. **(noted)**
- k) Wessex Flood Warden Newsletter – January 2019. The Council noted receipt of the latest online edition. This included notification of flood warden training events taking place throughout 2019. **(noted)**
- l) Keep Britain Tidy - Great British Spring Clean. The Council had received notification that this annual event would take place between 22nd March and 23rd April 2019 and support had been requested to “help clean up this country”. The Council considered that the matter could also be included as an Annual Parish Meeting Agenda item. **(noted)**
- m) Community Led Housing. The Council had been notified that Wiltshire Council, Community First and Wiltshire Community Foundation had entered into a partnership project to deliver Community Led Housing advice and information to the communities of Wiltshire. The Project Manager had advised that promotion sessions would be held at locations across Wiltshire. **(noted)**
- n) Wiltshire Council – Briefing Note 19-004. The Council noted receipt of a Briefing note in regards to the Final Stages of the Draft Wiltshire Housing Site Allocations Plan. **(noted)**
- o) Wiltshire Council - Briefing Note No 19-005. The Council noted receipt of a Briefing Note in regards to Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line. **(noted)**
- p) WiltshireOnline – High Speed Broadband. The Gigaclear Community Engagement Manager for the northern Wiltshire area had recently updated the Dauntsey Parish Council (Malmesbury Community Area) on progress and the next stages. No contact had been made with Seagry Parish Council and others within the Chippenham Community Area and following concerns the matter was taken to the Parish Forum for discussion, particularly in regards to overall management responsibility, nuisance and reinstatement works. Although welcoming the much-needed project all Parishes had become concerned at the potential interruption during the works and damage caused and particularly the responsibility of management of the contract and reinstatement works. The Council Chairman had become involved with representatives of Gigaclear and others and the Council had heard from representatives of Gigaclear and Avonline earlier in the evening. There was a need to resolve outstanding issues of concern

and the Chairman agreed to correspond with all interested parties so that all were well aware of the Parish concerns.

- q) Healthwatch Wiltshire. A grants scheme for health and wellbeing projects had been launched to enable local groups to apply for up to £2,000.00 to start projects that made a difference in their local community. The deadline for applications was Friday 29th March 2019. More details and the application forms were available at www.healthwatchwiltshire.co.uk/community-cash-fund.html The Council agreed that no action would be taken on this occasion.
- r) Wiltshire Neighbourhood Watch. The Neighbourhood Watch Scheme had been resurrected across the whole of Wiltshire. Areas were based upon the corresponding Community Policing Team area. The Chippenham Community Area was therefore within the Wiltshire North Community Policing Team area that also included Corsham, Malmesbury and Royal Wootton Bassett. The WNHW Committee Member for the area was Mike Brandwood, who could be contacted at mike.brandwood@wiltshirenhw.org WNHW had a new, user friendly, website that included a Post Code Search facility that allowed the public to find NW Schemes that were in existence. A problematic task for the resurrected Wiltshire Scheme was the identification of existing Schemes that may still be running or had ceased that could possibly be resurrected. There was a general feeling that NW Schemes had declined following the introduction of Community Messaging. The new website allowed people to sign up for regular NW updates and provided information to support the vision of NW and could be reached at www.wiltshirenhw.org There was a need to raise awareness of community safety and WNHW was part of a national network of Schemes. To spread the word WNHW suggested that Parish Councils should include a Community Safety agenda item, or an item of a similar nature to highlight the local issues and to gain more community volunteers to help any appointed local coordinators. Outdated blue Police helmet signage and window signs had been replaced with modern signage with metal signs with fixings costing £30 each, but it was possible to purchase vinyl overlays at £5 each that stuck over the existing metal signs. All these details and much more could be found on the WNHW website. Wiltshire Police had now funded a part time officer to assist NW. There was now a national initiative of Citizens in Policing Strategy. Put simply the NW Scheme was about bringing together neighbours and the Police to create areas where crime and antisocial behaviour was less likely to happen so that people are less likely to be afraid or isolated wherever they live. The Council agreed that this should be an Annual Parish Meeting Agenda item.
- s) CIL Funding – Local Policy. Minute 72/18 (n) refers. The Council agreed that there was a need for a Local CIL Funding Policy to be prepared in readiness for the use of funds both for the Council's own infrastructure projects and for community grant aid applications. The Policy would need to comply with Wiltshire Council Guidelines. The Clerk agreed to prepare a Draft CIL Funding Policy for consideration at a future Council Meeting. **(noted)**
- t) CIL Funding. Minute 73/18 refers. Following the future adoption of a Seagry Parish Council CIL Funding Policy there was a need to consider use of the funds and Council Members had been requested to consider and bring forward ideas for infrastructure projects. The Council was reminded that it would be sensible that some funds should be retained to support community grant aid applications in addition to that available under Section 137 requests. Although some suggestions were made, including defibrillator provision and traffic speed signage, **it was agreed to raise suggestions at the Annual Parish Meeting to gauge local views.**
- u) Community Speedwatch Scheme. It had been reported earlier that the School was supportive of the introduction of a local Community Speedwatch Scheme. **It was agreed to raise suggestions at the Annual Parish Meeting to gauge local views.**

- v) Wiltshire Council - Briefing Note No 19-007. The Council noted receipt of a Briefing Note in regards to a discretionary Retail Rate Relief Scheme for the High Street. **(noted)**
- w) Wiltshire Council - Briefing Note No 19-008. The Council noted receipt of a Briefing Note in regards to the Community Led Housing Project. See also Minute 82/18 (m). **(noted)**

83/18 ANNUAL PARISH MEETING 2019

The Annual Parish Meeting was scheduled for Tuesday 9th April 2019 at 7.30pm in Seagry Primary School.

The Clerk reminded the Council that there needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via the Council Chairman's Report and Budget 2019-2020 information. The opportunity should also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. As a starting point the Council could suggest some Agenda items that might be appropriate. The **Council agreed that** items should include the CPRE Best Kept Village Competition, Defibrillator Project, Keep Britain Tidy/Litter Pick, Traffic Speeds/Signage/Community Speedwatch, Gigaclear Broadband Network installation, Community Safety/Neighbourhood Watch and a presentation from the Neighbourhood Plan Steering Group on progress. The Chairman would invite Local Organisations to the Meeting.

84/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr Mrs B Zehetmayr advised that she would not be able to attend the 14th May 2019 Council Meeting and asked that her apologies be accepted.

There were no further issues raised.

85/18 DATE OF NEXT MEETING

The date of next Council Meeting was scheduled for **7.30pm, Monday 14th May 2019**. This Meeting follows the **Annual Council Meeting** scheduled for 7.00pm on the same evening in The Goss Croft Hall. However, Members should note that **Tuesday 9th April 2019** is scheduled for a Council Planning Meeting and Notice will be given if this Meeting is required. This Meeting would commence at 7.00pm prior to the **Annual Parish Meeting** scheduled for 7.30pm on that evening, both being held in the Seagry Primary School Hall.

Signed:

Date: **14th May 2019**