

SEAGRY PARISH COUNCIL

www.seagryparishcouncil.gov.uk

5th July 2023

Dear Councillor,

You are summoned to a **Meeting of the Seagry Parish Council**, which will be held on **Tuesday 11th July 2023** in **The Small Room, Goss Croft Hall, Upper Seagry SN15 5HD** commencing at **7.00p.m.** The Press and Public are welcome to attend the Meeting.

Yours faithfully,

Vivian Vines

Vivian A Vines MBE
Parish Clerk

FULL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

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

PUBLIC QUESTION TIME: an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES: an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**
2. **DECLARATIONS OF INTEREST:** To note Declarations of Interests in accordance with Seagry Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**
3. **MINUTES:** To receive, consider and confirm the Minutes of the Parish Council Meeting/s
 - a) Annual Council Meeting 9th May 2023. **(see attached Draft Minutes) (For Decision)**
 - b) Full Council Meeting 9th May 2023. **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

Planning Applications: To make observations on Planning Applications received. Prior to the consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. (Limited to 3 minutes each person)

- a) PL/2023/04807 – Listed Building Consent
Form New Opening between Kitchen and Dining Room and Place a New Door entering the Hallway
Hardinge House, Upper Seagry SN15 5HA
For Mr & Mrs Richard Scrope **(see online) (For Decision)**

- b) PL/2023/05258 – Prior Approval Part 3 Class R
Conversion of an Existing Agricultural Building (former poultry shed, now used for agricultural storage purposes), to B8 Use (general storage and distribution) for the Storage of Cars
Shed 1, Birdlands, Seagry Road, Great Somerford SN15 5EN
For Mr Webber **(see online) (For Decision)**
- c) PL/2023/05311 – Full Planning Permission
Demolish the Existing and Build a Garage and Store
22, Upper Seagry SN15 5EX
For Mr Richard Pearce **(see online) (For Decision)**

There are no further applications to consider at the time of Agenda publication. **(to note)**

Planning General: To receive notification of any Planning Decisions received and any amendments and updates. To receive notification and consider any other Planning related matters, including appeals and enforcement issues.

- a) PL/2023/01700 – Householder Application
Proposed Extensions for a Self-Contained Annexe to form Ancillary Accommodation to Dwelling House
Hobarts Cottage, 12 Lower Seagry, Nr Chippenham, Wiltshire SN15 5EP
For Mr Manuel Pineropaz **Approved with Conditions 24th May 2023**
- b) Enforcement Matters. The Council is advised that there has been no change in circumstances since the Council last met and the matters remain outstanding. **(to note) (For Decision)**

There are no further planning matters to consider at the time of Agenda publication. **(to note)**

5. **FINANCE:** To note any financial matters, any receipts and payments made

a) **Payments to make (see attached) (For Decision)**

Community First Trading. Zurich Insurance Renewal 23/24 YLL2720278713	£ 233.39
Mr R Tucker Grass Cutting Invoice 02 05.06.23	£ 100.00
Mr R Tucker. Grass Cutting Allotments Invoice 02 05.06.23	£ 20.00
Mr R Tucker Grass Cutting Invoice 03 03.07.23	£ 100.00
Mr R Tucker. Grass Cutting Allotments Invoice 03 03.07.23	£ 20.00

b) **Payments made since last Meeting (to note)**

There have been no payments made since the last Council Meeting

c) **Receipts (to note)**

Allotment Holders payments 05.05.23	£ 240.00
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d) **Bank Account Balance/s (to note)**

Lloyds Account No. 00454316 31 st May 2023	£ 41,597.32
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e) **Annual Governance and Accountability Return Year Ending 31st March 2023**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31st March 2023. The Parish Council is within those limits, income being £19,640.00 and expenditure being £18,226.45. The relevant Receipts and Payments Accounting Schedule is attached for consideration and approval. **(For Decision)**

The Parish Council can still request that the External Auditor carries out a limited assurance review if they wish but they will be charged.

In these circumstances it is recommended that the Parish Council agree to issue a Certificate of Exemption to the External Auditor. **(For Decision)**

The Parish Council still needs to complete the Annual Governance process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This has been completed and the Period for Public Rights of Inspection is 3rd July 2023 to 11th August 2023. **(see attached) (For Decision)**

6. HIGHWAY MATTERS:

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. Cllr J H Crosland, the Council link, has provided the Parish Steward with updated priority works. A Parish Steward visit is scheduled for 11th July 2023. **(to note) (For Decision)**
- b) Rights of Way – To raise general issues, to receive any updates and consider any actions required. **(For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates, including highway and verge parking. **(to note) (For Decision)**
 - i) HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. To consider any further actions required. **(For Decision)**
 - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. To consider further actions. **(For Decision)**
 - iii) Provision of additional salt bins. To receive an update. **(to note)**
 - iv) Village Entrance Gates. To receive an update. **(to note)**
 - v) Grass verge, Upper Seagry. Request for bollarding **(see attached) (For Decision)**
 - vi) Broadleaze path request. **(see attached) (For Decision)**
 - vii) Winter Preparation 23/24. The Wiltshire weather team has invited the Council to report empty salt bins and to submit any PEAS application. **(see attached) (For Decision)**

7. UPDATE ON STANDING ITEMS:

- a) Recreation Ground – To raise general issues and to receive any updates. **(to note) (For Decision)**
- b) Notice Boards – To raise general issues and to receive any updates. **(to note) (For Decision)**
- c) Flooding & Drainage – To raise general issues and to receive any updates. **(For Decision)**
- d) Parish/Community Website/Social Media – To raise general issues and to receive any updates. **(For Decision)**
- e) Council Award Scheme – To raise general issues and to receive any updates. (See later Agenda item) **(to note)**
- f) Asset Register – To consider any updates required. **(to note)**
- g) School Liaison – To raise general issues and to receive any updates. **(to note)**
- h) Council Standing Orders & Financial Regulations – No updates required. **(to note)**
- i) Council Code of Conduct – No updates required. **(to note)**
- j) Risk Assessment, Health & Safety and Management Register – To consider any updates required. **(to note)**
- k) Freedom of Information Act-Publication Scheme – To consider any updates required. **(to note)**
- l) Seagry Spitfire Memorial – To raise general issues and to receive any updates. **(to note)**
- m) Goss Croft Hall – To raise general issues and to receive any updates. **(to note)**
- n) Allotments – To raise general issues and to receive any updates. **(to note)**
- o) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The Area Board met on the 27th June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The next Meeting is scheduled for the 25th September 2023 at 6.30pm in the same venue. The Parish Forum will meet on Wednesday 19th July 2023 at 7.00pm in Stanton St Quintin Parish Hall. It is likely that the speaker will be from the Wiltshire Police Cyber Crime Team. **(to note)**
- p) Parochial Church Council – To raise general issues and to receive any updates. **(to note)**

- q) Seagry Neighbourhood Plan – To consider and agree any further actions required. **(For Decision)**
- r) Neighbourhood Watch – To raise general issues and to receive any updates. **(to note)**
- s) Emergency Planning – To raise general issues and to receive any updates. **(to note)**
- t) Insurance – To raise general issues and to receive any updates. **(to note)**
- u) Signpost Magazine – To agree editorial if necessary. **(For Decision)**
- v) Seagry Community Forum – To raise general issues and to receive any updates. **(to note)**
- w) Community Speedwatch (CSW) – To receive any updates and consider any further actions required. Later agenda items refer. **(to note) (For Decision)**
- x) Defibrillator Project. To raise general issues and receive any required updates. **(to note)**
- y) Data Protection. GDPR – To raise general issues and to receive any updates. **(to note)**

8. CLERKS REPORT: To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Autospeedwatch Devices.** To consider any updates, data recorded including any further requirements and actions, including reporting. **(to note) (For Decision)**
- b) **Speed Identification Devices (SIDs).** To consider any updates including any further requirements and actions. Recently Wiltshire Police has held online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans. A further meeting is scheduled for 11th September 2023 to review progress with the idea of holding quarterly meetings from January 2024. **(to note) (For Decision)**
- c) **Community Speedwatch Team.** To consider any updates including further requirements and actions. **(to note) (For Decision)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 18th May 2023 in Committee Room D, Monkton Park, Chippenham at 9.30am. To receive any reports and updates and any actions required. **(to note) (For Decision)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG meet on the 6th July 2023. The Note tracker/Agenda has been received and circulated. To receive any reports and updates and any actions required. **(to note) (For Decision)**
- f) **Wiltshire Council - Briefing Note 23-13.** The Council has received a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals **(see attached) (to note)**
- g) **CPRE Wiltshire Best Kept Village Competition 2023.** An entry was made this year. and the Council has been notified of the First Round results. The Judges' comments have been provided. **(see attached) (to note)**
- h) **Climate Action Plan.** Before considering further the Council wished to see examples of Action Plans. Since the last Meeting several have been sourced including Box Parish Council and Corsham Town Council, being local examples. To consider further. **(see attached) (For Decision)**
- i) **Citizens Advice Wiltshire.** The Council has received a request from the CAB to financially support the service. The Council has previously supported the organisation with a Section 137 Grant. To consider the request. **(see attached) (For Decision)**
- j) **Wiltshire Council - Briefing Note 23-14.** The Council has received a Briefing Note in regards to Family Hubs. **(see attached) (to note)**
- k) **Wiltshire Bus Review.** The Council has been advised that a Wiltshire stakeholder engagement survey is being conducted on future bus services in Wiltshire. The online survey closed on 30th June 2023 but has now been extended until 9th July 2023. **(see attached) (to note) (For Decision)**
- l) **Wiltshire Council - Briefing Note 23-15.** The Council has received a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(see attached) (to note)**
- m) **CPRE Wiltshire AGM.** The Council has received an invitation to attend the CPRE AGM to be held on 13th July 2023 at 6.30pm in the Corn Exchange, Devizes. **(see attached) (to note)**
- n) **Wiltshire Council - Briefing Note 23-17.** The Council has received a Briefing Note in regards to Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(see attached) (to note)**
- o) **Wiltshire Council - Briefing Note 23-18.** The Council has received a Briefing Note in regards to New "Explore Wiltshire" Heritage App. **(see attached) (to note)**

- p) **Asset of Community Value – The New Inn, Upper Seagry.** The listing of this Community Asset has lapsed. To consider any actions required. **(For Decision)**
- q) **Wiltshire Council - Briefing Note 23-19.** The Council has received a Briefing Note in regards to the Draft Wiltshire Design Guide and involvement. **(see attached) (to note)**
- r) **Wiltshire Council Local Transport Plan - LPT4.** The Council has received notification of two workshops run by Atkins, on the 18th and 20th July 2023, part of the LPT3 update process. **(see attached) (to note) (For Decision)**
- s) **Wiltshire Council Design Guide - Consultation.** The Council has received notification of this consultation taking place between 3rd July and 30th July 2023. **(see attached) (to note) (For Decision)**
- t) **NALC Council Award Scheme.** The Local Council Award Scheme (LCAS), created in 2014, was designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The LCAS offers councils the opportunity to show that they meet the standards set by the sector, assess them by their peers, and put in place the conditions for continued improvement. The LCAS was designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promote and recognise councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and support those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential. LCAS undergoes a review every year. Local councils must meet the criteria of the Guidance that is in place on the date they submit their completed application form to their Local Accreditation Panel. There are three categories of awards (Foundation Award, Quality Award and Quality Gold Award). A Guide to the LCAS is attached for information and consideration. **(see attached) (For Decision)**
- u) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council has received notification of this consultation, taking place in the Autumn. Members can view associated documents by this link wiltshire.gov.uk/planning-policy-local-plan-review **(see attached) (to note) (For Decision)**

9. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

- 10. DATE OF NEXT MEETING:** The next Council Meeting is scheduled for **7.30pm, Tuesday 12th September 2023 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members should note that Tuesday 15th August 2023 is scheduled for a Council Planning Meeting and Notice will be given if this Meeting is required. **(to note)**