

# **SEAGRY PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.30pm**

**The Goss Croft Hall, Upper Seagry SN15 5HD**

**11<sup>th</sup> July 2023**

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr (Vice Chairman), Cllr N Hutton, Cllr Emma Sorrell and Cllr K Taylor.

Also Present: Wiltshire Councillor H Greenman 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**

There were no Questions raised.

#### **REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES**

Wiltshire Cllr H Greenman updated the Council on the forthcoming Wiltshire Local Plan Update. The Plan period would be to 2038 and from a housing perspective the total requirement for the County had been reduced by 8000 dwellings. This would not impact on the Parish as such as the intention was that they should remain within the small village category that would restrict development to infill only within the physical settlement boundary. It would be important for the Council to respond to the Consultation. He was pleased to report that the Community Area Parish Forum was scheduled to meet on Wednesday 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall with Guest Speakers from Wiltshire Police.

There were no further Reports.

#### **22/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J H Crosland.

#### **23/23 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 9<sup>th</sup> November 2021) and Standing Orders (Adopted 12<sup>th</sup> May 2015)**

There were no Declarations of Interests.

#### **24/23 MINUTES** Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 9<sup>th</sup> May 2023. **Cllr M Barber proposed, seconded Cllr K Taylor and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 9<sup>th</sup> May 2023. **Cllr M Barber proposed, seconded Cllr K Taylor and RESOLVED UNANIMOUSLY**

## 25/23 PLANNING

**Planning Applications:** 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. There were no Representations received.

- 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

Following consideration of the application **the Council resolved to raise no objections to these internal proposals.**

In reaching the decision the Council acknowledged that they were not experts in regards to Listed Building policy but it appeared to them that to allow the present owners to carry out minimal internal works to meet present day needs could show the historical progression of this property and be acceptable and it would be for Wiltshire Council to decide if the integrity of the property and built form would be seriously damaged by the proposal.

**Cllr Emma Sorrell proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**

- 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

Following consideration of the application the Council acknowledged that this was a prior approval application and not a planning application. The Council could find no reasons to object to the proposals.

However in saying this the Council was mindful of the comments they had made on the 9<sup>th</sup> November 2022 when responding to application PL/2022/08226 and the potential implications of unrestricted B8 Use which could lead to a significant increase in traffic movements and the like should a high volume delivery service take occupation at some future time.

In that case in determining the application Wiltshire Council had included a planning condition restricting the use to the storage of cars, pointing out that an unfettered B8 Use could give rise to negative impacts, etc.

With this in mind the Council wondered if a planning condition should be incorporated on any favourable decision that the building and use should relate to the existing classic car business? Thus avoiding a multitude of business occupiers and uses in this rural location.

**Cllr N Hutton proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY**

- 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

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

The Council was mindful of their comments on application PL/2022/02353 and felt that any planning permission given by Wiltshire Council should cover issues of ownership and occupation so that the accommodation remained ancillary to the host dwelling and the ownership remained with that dwelling.

**Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**

There were no further planning applications considered.

**Planning General:** The Council noted planning decisions and planning related matters, including appeals and enforcement issues since the last Council Meeting.

- 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 24<sup>th</sup> May 2023**
- b) Enforcement Matters. The Council was advised that there had been no change in circumstances since the Council last met. **(noted)**

## **26/23 FINANCE**

The Council considered financial matters and received notification of receipts, invoices for payment and invoices paid since the last Council Meeting.

- a) **Payments:** The Council made the following Payments.

Community First Trading. Zurich Insurance Renewal 23/24	£ 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

**Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made since last Meeting:** The Council noted there had been no payments made since the last Council Meeting. **(noted)**
- c) **Receipts:** The Council noted the following receipt since the last Council Meeting. **(noted)**

Allotment Holders payments	05.05.23	£ 240.00
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- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

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

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2023. The Parish Council was within those limits, income being £19,640.00 and expenditure being £18,226.45.

In these circumstances **the Parish Council agreed to** issue a Certificate of Exemption to the External Auditor, submit to PFK Littlejohn LLP and publish on the Parish Council website in the required timescales. This had been completed and the Period for Public Rights of Inspection was 3<sup>rd</sup> July 2023 to 11<sup>th</sup> August 2023.

A Receipts and Payments spreadsheet was presented at the Meeting for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out and no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31<sup>st</sup> March 2023 for approval and Annual Return documentation.

- i) Accounts Year Ending 31<sup>st</sup> March 2023. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31<sup>st</sup> March 2023 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

**Cllr M Barber proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY**

## 27/23 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr J H Crosland, the Council link, had continued to provide the Parish Steward with priority works and had already met the new Steward. A Parish Steward visit had been scheduled for 11<sup>th</sup> July 2023. **(noted)**
- b) **Rights of Way:** There were no matters raised. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
  - i) HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. There had been no further progress on site meeting arrangements and further pressure was required on Wiltshire Highways. A new Cabinet Member for Highways was now in place and the issues would need to be raised again. **(noted)**.
  - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The above Minute (i) above refers. **(noted)**
  - iii) Provision of Additional salt/grit bins. A new provision near the School entrance remained a priority and the Parish Steward would be asked to assist. **(noted)**
  - iv) Village Entrance Gates. There was no update. **(noted)**
  - v) Grass Verge – Upper Seagry. In addition to Minute (ii) above a Parishioner had asked the Council to consider assistance in maintaining an area of grass verge, opposite The New Inn and continuing around the corner, being regularly damaged by heavy lorries. In this instance the Council felt that the damage could only be prevented by the installation of timber bollards and there may be a possibility that a limited local stock was still available. Cllr J H Crosland would be asked to check on the situation.
  - vi) Broadleaze path. A Parishioner had asked the Council to consider the installation of a sign, or other measures, requesting vehicle drivers using The New Inn parking bays to avoid blocking the pathway. Although acknowledging the minor inconvenience the Council felt that there was no action required at the present time.
  - vii) Winter Preparation 23/24. The Wiltshire weather team had invited the Council to report empty salt bins and to submit any PEAS application. The matter would be dealt with by Cllr J H Crosland.
  - viii) Hawthorn Tree – Upper Seagry grass verge. Cllr K Taylor had been asked if the council would agree to removal of a leaning tree that was a nuisance to grass cutting. It was agreed that the Goss Croft Hall work party would consider options.

## 28/23 STANDING ITEMS

- a) **Recreation Ground:** Cllr M Barber reported that the “Big Camp Out” would take place on Saturday 15<sup>th</sup> July 2023. He also advised that the Recreation Ground Trust had raised the possibility of D Day Landing Celebrations and beacon lighting on the 6<sup>th</sup> June 2024. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised. **(noted)**
- d) **Parish/Community Website/Social Media:** Council Members were reminded to check their details on the website to ensure they are up-to-date. **(noted)**
- e) **Council Award Scheme:** Minute 29/23 (t) below refers. **(noted)**
- f) **Asset Register:** There was no update necessary. **(noted)**
- g) **School Liaison:** There was no update. **(noted)**
- h) **Council Standing Orders & Financial Regulations:** The Council had agreed to review all Policies when required. **(noted)**
- i) **Council Code of Conduct:** The Council had agreed to review all Policies when required. **(noted)**
- j) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies when required. **(noted)**
- k) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies when required. **(noted)**
- l) **Seagry Spitfire Memorial:** There was no update on this occasion. **(noted)**
- m) **Goss Croft Hall:** There was no update on this occasion. **(noted)**
- n) **Allotments:** It had been some time since the Council had viewed the Allotment Holders Terms & Conditions and the Council asked that these be circulated. The Clerk would contact Mr Kevin Pearce. **(noted)**
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board met on the 27<sup>th</sup> June 2023 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham SN15 3QN. The next Meeting was scheduled for the 25<sup>th</sup> September 2023 at 6.30pm in the same venue. The Parish Forum was to meet on Wednesday 19<sup>th</sup> July 2023 at 7.00pm in Stanton St Quintin Parish Hall. Cllr M Barber advised that he would attend and would raise the issue of traffic speed management and how it affected other Parishes. **(noted)**
- p) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- q) **Seagry Neighbourhood Plan:** The Council agreed that there would be no further action on reviewing the Adopted Plan until further advice was received from Government on review timetables.

- r) **Neighbourhood Watch:** There was no update. **(noted)**
- s) **Emergency Planning:** There was no update. **(noted)**
- t) **Insurance:** There was no update required. **(noted)**
- u) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters. **(noted)**
- v) **Seagry Community Forum:** There was no update. **(noted)**
- w) **Community Speedwatch (CSW):** A later Agenda item referred. Minute 29/23 (c) below refers. **(noted)**
- x) **Defibrillator Project:** The training session would still need to be arranged and the S W Ambulance NHS Foundation Trust would be asked for suitable dates for September onwards. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

## **29/23 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) **Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- b) **Speed Identification Devices (SIDs).** There had been no change in circumstances since the last Council Meeting. However, recently Wiltshire Police had held online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans. A further meeting was scheduled for 11<sup>th</sup> September 2023 to review progress with the idea of holding quarterly meetings from January 2024. **(noted)**
- c) **Community Speedwatch Team.** The volunteers had now been trained and risk assessments were awaited before a radar gun could be supplied and used. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on the 18<sup>th</sup> May 2023 in Committee Room D, Monkton Park, Chippenham. The date and venue of the next Meeting would be advised. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 6<sup>th</sup> July 2023. The note Tracker/Minutes had been received and circulated. Cllr M Barber had attended and provided an update on outstanding local matters. **(noted)**
- f) **Wiltshire Council - Briefing Note 23-13.** The Council noted receipt of a Briefing Note in regards to the New Kerbside Collections of Small Rechargeable Electricals. **(noted)**
- g) **CPRE Wiltshire – Best Kept Village Competition 2023.** The Council had been notified of the First Round results and Judges comments and the Parish had come 2<sup>nd</sup> in the medium size village category. **(noted)**

- h) **Climate Action Plan.** Before considering further the Council had wished to see examples of Action Plans. Since the last Meeting several examples had been circulated including those of Box Parish Council and Corsham Town Council, being local examples. **The Council agreed** with the Clerk's suggestion that he create a draft policy for consideration at a future Council Meeting.
- i) **Citizens Advice Wiltshire.** The Council had received a request from the CAB to financially support the service. The Council had previously supported the organisation with a Section 137 Grant. Following consideration **the Council agreed** that a Section 137 Grant of £100,00 should be provided.
- j) **Wiltshire Council - Briefing Note 23-14.** The Council noted receipt of a Briefing Note in regards to Family Hubs. **(noted)**
- k) **Wiltshire Bus Review.** The Council had been advised that a Wiltshire stakeholder engagement survey was being conducted on future bus services in Wiltshire. The online survey originally closed on 30<sup>th</sup> June 2023 but had been extended to 9<sup>th</sup> July 2023. Council Members had been encouraged to respond within the timescale. **(noted)**
- l) **Wiltshire Council - Briefing Note 23-15.** The Council noted receipt of a Briefing Note in regards to the Five-year Housing Land Supply and Housing Delivery Test position. **(noted)**
- m) **CPRE Wiltshire AGM.** The Council noted receipt of an invitation to attend the CPRE AGM to be held on 13<sup>th</sup> July 2023 at 6.30pm in the Corn Exchange, Devizes. **(noted)**
- n) **Wiltshire Council - Briefing Note 23-17.** The Council noted receipt of a Briefing Note in regards to the Launch of the Second Solar Together Scheme in Wiltshire and Swindon. **(noted)**
- o) **Wiltshire Council - Briefing Note 23-18.** The Council noted receipt of a Briefing Note in regards to the New "Explore Wiltshire" Heritage App. **(noted)**
- p) **Asset of Community Value – The New Inn, Upper Seagry.** Cllr A Ball had reported that the 2017 listing of this Community Asset had lapsed. **The Council agreed that** it was important that the Asset should be registered again and Cllr A Ball advised that had already commenced the process.
- q) **Wiltshire Council - Briefing Note 23-19.** The Council noted receipt of a Briefing Note in regards to the Draft Wiltshire Design Guide and involvement. **(noted)**
- r) **Wiltshire Council Local Transport Plan - LPT4.** The Council had received notification of two workshops run by Atkins, taking place on the 18<sup>th</sup> and 20<sup>th</sup> July 2023, part of the LPT3 update process. Council Members were encouraged to register and attend. **(noted)**
- s) **Wiltshire Council Design Guide - Consultation.** The Council had received notification of this consultation, taking place between 3<sup>rd</sup> July and 30<sup>th</sup> July 2023. Council Members were encouraged to respond within the timescale. **(noted)**
- t) **NALC Council Award Scheme.** The Guide to the LCAS had been circulated for information and consideration. Following consideration **the Council agreed not**



**to pursue an Award and to take no further action. Cllr M Barber proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**

- u) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received early notification of this consultation, taking place in the Autumn. Members could view associated documents online and were encouraged to read. **(noted)**

**30/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

**31/23 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.30pm, Tuesday 12<sup>th</sup> September 2023 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 15<sup>th</sup> August 2023 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **12<sup>th</sup> September 2023**