

# **SEAGRY PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.30pm**

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

**12<sup>th</sup> September 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, 4 members of the public, (Mr J Newman, Mr R Newman, Mr I Wood) and Mrs B Wood, 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 consultation commencing on the 27<sup>th</sup> September 2023 for an 8-week period. From a housing perspective the total requirement for Wiltshire, had been reduced by 9000 dwellings. Having reached a Regulation 19 Stage this should assist the planning process, particularly appeals on land supply issues. There was an expectation that the 5-year land supply requirement may be reduced to 4 years with the 5% buffer dispensed with. Also the life of adopted Neighbourhood Plans may also increase from 5 to 6 years.

In addition he was pleased to report that the Community Area Parish Forum was scheduled to meet on Wednesday 18<sup>th</sup> October 2023 in Kington St Michael Village Hall and that guest speakers would include the Wiltshire Police and Crime Commissioner, local Wiltshire Police and Seagry PC leading discussion on traffic speed experiences with other Forum Members.

There were no further Reports.

#### **32/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr J H Crosland.

**33/23 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.

**34/23 MINUTES** Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 11<sup>th</sup> July 2023. **Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**

**35/23 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. The Parish Council received representations from Mr I Wood and Mrs B Wood (Planning Applications Item 4 (a) PL/2023/06632) and Mr J Newman and Mr R Newman (Planning General Item 4 (a) Enforcement matters The Mount, Upper Seagry).

- a) PL/2023/06632 – Householder Planning Permission  
Variation to window placements, a decrease in the footprint of the property and addition of a porch. The roofspace has been kept inline with the original roof of the property  
Old Post Office, 24, Upper Seagry SN15 5EX  
For Mrs Beth Wood

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

**Cllr Emma Sorrell proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**

- b) PL/2023/06343 – Removal/Variation of Conditions  
Removal of Condition 2 of 14/06814/VAR to allow independent residential use without limitations  
Woodmans Cottage, Upper Seagry, Chippenham Wiltshire SN15 5HB  
For Mr Andrew Jackson
- c) PL/2023/06340 – Removal/Variation of Conditions  
Removal of Condition 5 of N/05/00384/S73A to allow independent residential use of Barn A without limitations  
Oxen Cottage, Nables Farm, Scotland Hill, Upper Seagry SN15 5HB  
For Mr Andrew Jackson
- d) PL/2023/06342 – Removal/Variation of Conditions  
Removal of Conditions 3 and 4 of 18/05603/VAR to allow independent residential use without limitations  
The Anchorage, Upper Seagry, Chippenham, Wiltshire SN15 5HB  
For Mr Andrew Jackson

Following consideration of the three applications the Council resolved to inform Wiltshire Council that Council **wished to raise no objections in principle** to the

proposals. However, the Council considered it necessary to comment on various aspects.

The Council noted that each application is one of three requesting the relaxation of holiday uses to unrestricted (independent) residential use. They noted also that all three properties involved and the adjoining Leaffield House and Nables Farm were in the same ownership.

The applicant had stated that there was an incongruous mix of residential uses and this alongside a declining holiday usage had resulted in the need for the change in use status. The Council considered that if this was a fault then it was one that had been brought about by the applicant's own historic planning progression identified within the Planning Statement submitted with the application.

The applicant had suggested that this was a sustainable location and given the existing built infrastructure there would be a positive contribution to the supply of much needed new houses, thus avoiding greenfield development.

The Council had some sympathy with the concept of additional residential accommodation within the Parish making use of existing buildings and in this case using buildings that already took the form of a dwelling albeit that there was the holiday-let limitation. The provision by this means allowed for the increase of small-scale housing stock within the Parish that was designated as a small village category in the Local Plan allowing for very limited new development, an important policy also within the adopted Seagry Neighbourhood Plan.

The Council had based their consideration on the understanding that the proposals were simply to remove the existing temporary holiday let conditions and allow permanent residential let of each property. The Council drew attention to the fact that each original condition identified the reason as being that the site was in a position where the local planning authority, having regard to the reasonable standards of residential amenity, access and planning policies pertaining to the area, would not permit an additional unit of permanent residential accommodation.

In determining the applications Wiltshire Council would need to do an about-face in this respect but the Parish Council was willing to support a change in views that might lead to future long-term occupants supporting the whole Seagry community.

In offering this support the Council had a number of concerns that needed to be addressed. The first being that the removal/variation of the conditions should allow for short or long-term permanent tenancies to be created and not to the individual sale of each property, the cumulative effect being a large scale hamlet of dwellings outside of the natural framework boundary of Upper Seagry. It was accepted that the Planning Statement did confirm that ownership would be retained by the applicant but some planning control should be retained.

Secondly that no permanent dwelling created should gain permitted development rights.

Finally, there were some local concerns expressed in regards to water supply and foul water drainage dispersal generally in this area. It was to be assumed that water supply to the 3 additional dwellings was adequate. No doubt Wessex Water would be consulted on this. There had also been concerns in regards to foul water effluent polluting local ditches. There needed to be assurance from the Environment Agency

that the foul water treatment plant serving the whole built form in the Nables Farm area was fit for purpose.

Subject to these caveats the Council had no objections to the proposals in principle.

**Cllr M Barber proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**

- e) PL/2023/06516 – Prior Approval Part 3 Class Q  
Prior notification of a change of use from 1 No agricultural building to 1 No residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development  
Church Farm, Lower Seagry, Chippenham, Wiltshire SN15 5EP  
For Heather Waddington

The Council was mindful of the fact that this substantial proposal was a legal determination for Wiltshire Council and was not a planning application.

In considering the proposals the Council asked Wiltshire Council to note the close proximity of St Mary's Church and the Tithe Barn, both of historic importance, and the importance of this area of the Parish within the adopted Seagry Neighbourhood Plan.

Areas of concern related to site boundaries and the fact that Church Farm had a significant land holding, not shown on the site location plan, whereas the site and block indicated a red line site curtilage and only a small area of associated land within the blue line.

To meet the Prior Notification requirements the red line curtilage was restricted and indicated the provision of two parking spaces. To gain access to the spaces and the dwelling itself it appeared that there would be a need to cross the blue line associated land. As this was a necessity then this area should be included within the proposed curtilage.

In addition another area of concern related to the future intentions for the associated blue lined land. Should this be retained as agricultural land then there was no concern. However, should the intention be to increase the size of the residential curtilage in the northern and eastern directions then the Council would not be supportive.

It was noticeable that the layout and elevation plans showed door openings leading to the north which suggested that the long term aim was to expand the curtilage in the northern direction.

**Cllr M Barber proposed, Cllr N Hutton 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) Enforcement Matters. The Council was advised that there had been no change in

circumstances since the Council last met and matters remained outstanding in regards to Summer Barn, Five Thorns Lane, Upper Seagry. The Clerk would ask the Wiltshire Enforcement Team for an update.

It was confirmed that planning contraventions at The Mount, Upper Seagry had been reported to Wiltshire Planning Enforcement. Despite a request for a Stop Notice work had continued on site to complete works and the Clerk would make further representations. **(noted)**

### **36/23 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.

Parish Online. Digital Mapping subscription 23/24	Inv 00HY192-0006	£ 233.39
Mr R Tucker. Grass Cutting Invoice 04	03.08.23	£ 100.00
Mr R Tucker. Grass Cutting Allotments Invoice 04	03.08.23	£ 20.00
Mr R Tucker. Grass Cutting Invoice 05	02.09.23	£ 150.00
Mr R Tucker. Grass Cutting Allotments Invoice 05	02.09.23	£ 30.00

**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 that there had been no receipts since the last Council Meeting. **(noted)**
- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

Lloyds Account No. 00454316	31 <sup>st</sup> August 2023	£ 41,983.93
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### **37/23 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. Parish Steward visits had been scheduled for 6<sup>th</sup> September, 4<sup>th</sup> October, 1<sup>st</sup> November and 29<sup>th</sup> November 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. **(noted)**.
  - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The Minute (i) above refers. **(noted)**

- iii) Provision of Additional salt/grit bins. There had been no further progress. **(noted)**.
- iv) Village Entrance Gates. The matter still awaited Wiltshire Highways action. **(noted)**
- v) Grass Verge – Upper Seagry. The damage could only be prevented by the installation of timber bollards and Cllr A Ball would check on the available of local stock. **(noted)**
- vi) 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. **(noted)**
- vii) Hawthorn Tree – Upper Seagry grass verge. The preference was to retain the tree and the Goss Croft Hall work party would consider options. **(noted)**

### 38/23 STANDING ITEMS

- a) **Recreation Ground:** There were no issues raised. **(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) **Asset Register:** There was no update necessary. **(noted)**
- f) **School Liaison:** There was no update. **(noted)**
- g) **Council Standing Orders & Financial Regulations:** The Council had agreed to review all Policies when required. **(noted)**
- h) **Council Code of Conduct:** The Council had agreed to review all Policies when required. **(noted)**
- i) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies when required. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies when required. **(noted)**
- k) **Seagry Spitfire Memorial:** There was no update on this occasion. **(noted)**
- l) **Goss Croft Hall:** Cllr Emma Sorrell reported that the Trustees had ordered a replacement audio/visual system. Income benefited from hosting Marriage gatherings. Disappointingly there were few village events being booked. A questionnaire was being considered. There was a feeling expressed that small group bookings in the main hall restricted the possibility of ad-hoc large events. The Council itself would prefer to meet in the main hall to allow larger public attendance that could include Area Boards, Parish Forum and other Community

Area Meetings. It was fortunate that the S W Ambulance Trust defibrillator training session could be accommodated. **(noted)**

- m) **Allotments:** It had been some time since the Council had viewed the Allotment Holders Terms & Conditions. **The Council agreed to** consider these and a potential increase in rents at a future Council Meeting. Mr Kevin Pearce had advised that he wished to retire as the Council's Allotment Representative and Cllr A Ball volunteered to replace him. Mr Pearce was thanked for his many years in fulfilling the role. Cllr Emma Sorrell reminded Cllr A Ball that there had been a suggestion that an area of the allotments might be set aside as tree sapling growth area. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had 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 had met on the 19<sup>th</sup> July 2023 in Stanton St Quintin Parish Hall SN14 6DE. The next Parish Forum Meeting was scheduled for the 18<sup>th</sup> October 2023 at 7.00pm in Kington St Michael Village Hall. It was likely that the speaker would be the Wiltshire Police & Crime Commissioner and the Agenda would include discussion on traffic speed experiences with other Forum Members. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** There was no update required on this occasion. **(noted)**.
- q) **Neighbourhood Watch:** There was no update. **(noted)**
- r) **Emergency Planning:** There was no update. **(noted)**
- s) **Insurance:** There was no update required. **(noted)**
- t) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** A later Agenda item referred. **(noted)**
- w) **Defibrillator Project:** A South West NHS Ambulance Trust training session was booked for Tuesday 10<sup>th</sup> October 2023 at 7.00pm in Goss Croft Hall. The Council would host Dauntsey, Langley Burrell Without and Chippenham Without Parishes. It was important that this free event was advertised to ensure a good attendance. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

### **39/23 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. Recently, Wiltshire Police had held online meetings to discuss collation and submitting data for enforcement action as part of their Making Wiltshire Safer plans, with the idea of holding quarterly meetings from January 2024. SID data roll out – progress review / Q&A hybrid Teams Meetings with John Derryman were now scheduled. Cllr M Barber would make contact. **(noted)**
- c) **Community Speedwatch Team.** The volunteers had now been trained and risk assessments were still awaited before a radar gun could be supplied and used. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was scheduled for Thursday 21<sup>st</sup> September 2023 at 9.30am at the Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES. The Microsoft Teams link was available. **(noted) Note: the date was subsequently changed to the 28<sup>th</sup> September 2023.**
- 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. The next Meeting was scheduled for 3<sup>rd</sup> October 2023 at 10.00am in Committee Room D at Monkton Park or by Microsoft Teams and the link was available. **(noted)**
- f) **Wiltshire Council - Briefing Note 23-20.** The Council noted receipt of a Briefing Note in regards to the Air Quality Action Plan and the SPD Consultations 24<sup>th</sup> July to 4<sup>th</sup> September 2023. **(noted)**
- g) **Wiltshire Council - Briefing Note 23-22.** The Council noted receipt of a Briefing Note in regards to the Wiltshire & Swindon Tree Warden Scheme. **(noted)**
- h) **Section 137 Grant Application/s.** The Council had been asked to consider application/s for grant funding towards community projects. The Council determined that they would not offer support to landowners that requested funding towards the replacement of Rights of Way stiles and gates. An application for financial support towards the costs of producing celebratory kneelers (Queen's Platinum Jubilee and King Charles III Coronation) to be used in the St Mary the Virgin Church was considered **and it was agreed that a grant of £120.00** should be given. **Cllr M Barber proposed, Cllr R Barr seconded and RESOLVED BY MAJORITY**
- i) **Community First AGM.** The Council had received an invitation to attend the AGM to be held on Wednesday 11<sup>th</sup> October 2023, 5.30-7.30pm in Devizes Town Hall. **(noted)**
- j) **Wiltshire Local History Network.** The Council had received details of free resources relating to the County's history from Wiltshire and Swindon Archives. **(noted)**
- k) **Parish Stewards.** A recent Wiltshire Newsletter had reminded the Council of the services provided by Parish Stewards. **(noted)**



- l) **Wiltshire Council - Briefing Note 23-23.** The Council noted receipt of a Briefing Note in regards to Waste Sorting at Wiltshire's Household Recycling Centres. **(noted)**
- m) **Wiltshire Council Local Plan Update 2023 - Consultation.** The Council had received notification of this consultation, beginning on Wednesday 27<sup>th</sup> September 2023. There were various online and drop-in events at libraries and leisure centres around the County. Details had been circulated. Members could view associated documents online and respond accordingly. **(noted)**
- n) **Wiltshire Police.** The Council had received a request to promote and support a campaign to raise public awareness about the Fatal 5 Stay Alive campaign. **(noted)**
- o) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and had invited the Council to participate and engage in this. Cllr M Barber would complete and submit the requested information.
- p) **Resilience Event.** Wiltshire & Swindon Prepared (LRF) had invited the Council to be represented at the Event held on 31<sup>st</sup> August at Tidworth Garrison Theatre, Tidworth SP9 7EP. The Council did not attend. **(noted)**

#### **40/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

- i) The Council had been notified that the Wiltshire Neighbourhood Watch Association AGM would take place on Saturday 7<sup>th</sup> October 2023 10.00am until mid-day at Wiltshire Police HQ, London Road, Devizes SN10 2DN. Cllr N Hutton indicated that he might be able to attend. **(noted)**

There were no further issues raised.

#### **41/23 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **7.30pm, Tuesday 14<sup>th</sup> November 2023 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 10<sup>th</sup> October 2023 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **14<sup>th</sup> November 2023**