

SEAGRY PARISH COUNCIL
DRAFT MINUTES
Council Meeting
held at 7.30pm
Goss Croft Hall, Upper Seagry SN15 5HD

8th January 2019

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr, Cllr J H Crosland (Vice Chairman), Cllr K Pearce 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

There were no Reports.

65/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs B Zehetmayr.

66/18 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.

67/18 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 13th November 2018. **Cllr J H Crosland proposed, Cllr K Pearce seconded and RESOLVED UNANIMOUSLY**

68/18 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) 18/10972/FUL
Proposed Rear 2 Storey Extension
11 Broadleaze, Upper Seagry SN15 5EY
For Mr Phil Lobb

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

Cllr K Taylor proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY.

Planning General: The Council noted the following decision:

- a) 18/09245/FUL
Proposed Outdoor Swimming Pool
Manor Farm House, Upper Seagry SN15 5EX
For Mr Mattias Ljungman **Approved with Conditions 7th December 2018**

69/18 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 cutting allotments Inv 08 03.12.18	£ 10.00
Fiona Rivers. Buildit Ltd. Footpath edge materials 07.12.18	£ 47.14
Signpost Magazine donation 18/19	£ 50.00
Community First Trading. Zurich Insurance renewal YLL2720278713	£ 271.18
Black Nova Designs. Inv BND-3093 Website hosting 2019/2020	£ 60.00

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

The Council noted the following payment made since the last Meeting:

Public Works Loan Direct Debit 30.11.18	£ 2,601.16
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b) **Receipts:** The Council noted the following Receipt:

Wiltshire Council CIL Tranche (3 rd installment) 16.11.18	£ 2,290.45
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c) **Bank Account Balance/s:** The Council noted the following:

Lloyds Account No. 00454316 as at 30 th November 2018	£ 27,739.35
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d) **Council Budget, Budget Proposals and Precept for Year 2019-2020**

The Council considered Budget proposals for Year 2019-2020 together with background advice in regards to future Capital and Revenue spending requirements and administration costs. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 25th January 2019. The Council had previously placed great reliance on the work of Elected Members and local community volunteers all of whom were applauded for their efforts and commitment. However, not only was there an aging volunteer population but less and less would be able to provide long term assistance and the Council needed to be mindful of this when considering the future, so that the Parish is supported both practically and financially by all rather than the few. Detailed consideration was

given to a forward budget and cost pressures. The Council was also mindful of the fact that any increases proposed needed the support of Parishioners who would need to be informed of the reasons for any increase in spending. The Public Works Board Loan repayment for the Goss Croft Hall build was a major commitment that was a significant proportion of the budget. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. This would include increases in CATG financial support for local projects. The Council now held £6,216.93 within their Community Infrastructure Fund (CIL) that could not support the Revenue Account. The Council agreed that there was still a need to maintain the Capital Fund by resisting reductions to support the Revenue Account. **It was agreed** to request a Precept requirement of £15,000.00 for the next Council Year. The Precept increase, rising from £14,000.00, in percentage terms was around 7% and it was agreed that a Signpost Magazine article should provide an explanation to Parishioners on the Council's decision

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

70/18 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. Further visits were scheduled for 14th January, 11th February, 11th March and 8th April 2019. **(noted)** The Council noted receipt of Cllr Wayman's Local Highways November and December 2018 Newsletters. **(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 drawn to drainage from agricultural land entering the highway in Five Thorns Lane, which the Clerk would report to Wiltshire Council Highways.

71/18 STANDING ITEMS

- a) **Recreation Ground:** There was no update. **(noted)**
- b) **Notice Boards:** There was no update required. **(noted)**
- c) **Flooding & Drainage:** Minute 70/18 (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:** The introduction of a local Community Speedwatch Scheme was being considered with the School. **(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. **(noted)**
- m) **Goss Croft Hall:** There was no update. **(noted)**
- n) **Allotments:** Cllr K Pearce reported that Allotment holders had been advised of local concerns regarding environmental pollution, particularly from bonfire smoke and had been asked to consider this before lighting any bonfires. There was no further update. **(noted)** The Parish Council was aware that the Neighbourhood Plan Steering Group had recommended that the Allotments be included within the Seagry Neighbourhood Plan as a Designated Local Green Space. The Neighbourhood Plan had now reached the formal consideration stages, part of which required landowners views and approval. The Parish Council, as the Allotments landowner, had previously raised no objections to the Designation of this community asset and confirmed that they were in agreement that the land should become a Local Green Space within the Seagry Neighbourhood Plan. **Proposed Cllr M Barber, seconded Cllr K Taylor and RESOLVED UNANIMOUSLY**
- o) **Wiltshire Council Chippenham Area Board and Parish Forum:** An Area Board Meeting was scheduled for the 4th February 2018 at Monkton Park, Chippenham. The Police and Crime Commissioner and Deputy would be in attendance. The Parish Forum would meet on 20th February 2019 at 7.30pm in The Union Chapel, Middle Common, Kington Langley. Guest Speaker is to be from Neighbourhood Watch. **(noted)**
- p) **Parochial Church Council:** There was no update. **(noted)**
- q) **Seagry Neighbourhood Plan:** The Draft Plan was being considered by Wiltshire Council and other Statutory Consultees. The Housing Needs Survey results are awaited. Minute 71/18 (n) above 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:** The Council article on bonfire and environmental pollution problems had appeared in the last edition. An article regarding the Council Budget and Precept increase would be required in the next edition.

- w) **Seagry Community Forum:** There was no update. **(noted)**

72/18 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 the 21st November 2018 in St Margaret's Hall, Bradford on Avon and that the next Meeting was scheduled for 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) Wiltshire Council – Focusing on the Future. The Council had been invited to a public event to meet Wiltshire Council Cabinet Members, focusing on the future. The nearest session took place on Thursday 22nd November 2018 in the Council Chamber, Monkton Park, Chippenham. No Council Member had been able to attend. **(noted)**
- c) Wiltshire Housing Site Allocations Plan-Targeted Consultation. The Council had been notified of the consultation. Responses had been requested by 22nd January 2019. **The Council agreed** that no response was necessary.
- d) Signpost Magazine. The Council considered a £50.00 donation towards production costs. The Council was able to use the Magazine to inform the Electorate of Parish issues, lately benefiting the Neighbourhood Plan Steering Group. The Council had donated a similar amount in 2017/2018. **The Council agreed** a £50.00 donation. **Proposed Cllr M Barber, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY**
- e) Wiltshire Council Concessionary Bus Pass Renewals. The Council had been advised that as from 1st January 2019 there would be no automatic renewal for un-used older person's bus passes and Wiltshire Council had requested that the Parish Council publicise the new policy. **(noted)**
- f) Wiltshire Council - Briefing Note No 373 – The Council noted receipt of a Briefing Note in regards to Service Devolution and Asset Transfer to Town & Parishes. **(noted)**
- g) Wiltshire Council – Community Led Housing Newsletter. The Council noted receipt of the December 2018 update edition. **(noted)**
- h) Wiltshire Council. Tree Preservation Order 2018/00021/MIXED – Land at Upper Seagry. Pursuant to Minute 62/18 (b). The Council had been notified by Wiltshire Council that on the 16th November 2018 the TPO had been confirmed. **(noted)**
- i) Wiltshire Council - Briefing Note No 374 – The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Focused Consultation. **(noted)**
- j) Wiltshire Council – Waiting and Parking Requests 2019-2020. The Council had been made aware that waiting and parking requests could be submitted by 31st January 2019. As this appeared to be an Annual process **the Council agreed** that the information should be noted and considered further during the year.
- k) Community First AGM 2018. The Council had been invited to attend the AGM held on Thursday 11th October 2018 in The Town Hall, Devizes. The Minutes of the AGM had now been received and circulated. **(noted)**
- l) Buckingham Palace Garden Party – 29th May 2019. WALC had invited nomination/s to enter the County draw by 4pm on Thursday 10th January 2019. Names will be drawn randomly from those entered in the Wiltshire draw. **The Council confirmed** that the names of Cllr Mrs B Zehetmayr and Mr B

Zehetmayr (as her spouse) and Cllr K Pearce and Mrs P Pearce (as his spouse) should be submitted.

- m) Community Speedwatch Scheme. Pursuant to Minute 61/18 (g). Cllr M Barber updated the Council on progress to date and a further update would be given at a future Meeting. **(noted)**
- n) Community Infrastructure Levy (CIL). Pursuant to Minute 62/18 (p). Following receipt of the third tranche payment in respect of planning permission 16/04077/FUL the Council now held £6,216.93 within their bank account as the CIL Fund. The Council now needed to consider and agree a policy on Community Infrastructure Levy (CIL) spending in accordance with the Wiltshire Council Guidelines in order for the local community to benefit from the Levy. The Clerk agreed to source neighbouring local Council Policies to be used as examples to consider at the next Council Meeting. **(noted)**
- o) Road Verges, Henn Lane. Pursuant to Minute 62/18 (r). The Council noted that the verge warning marker posts had been erected and appeared to be successful to date. **(noted)**
- p) Hawthorn Tree Replacement. Pursuant to Minute 63/18. Cllr J H Crosland reported that the required tree replacement work had been completed. **(noted)**
- q) Seagry C of E Primary School. The Council had been notified of a Consultation in regards to Admission Arrangements for 2020, closing on the 20th January 2019. **The Council agreed that no response was required.**
- r) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. The Board requested that Parishes notify them of Fly Tipping Hotspots so that priority areas could be identified. Notification was required by 31st January 2019. **The Council agreed that both roadsides at Scotland Woods were Hotspots and that Wiltshire Council should be informed.**

73/18 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

Cllr K Pearce reminded the Council that they would need to agree with the Primary School that the Annual Parish Meeting could be held on Tuesday 9th April 2019 in the School Hall.

CIL Fund Infrastructure Projects. Following the future adoption of a Parish Council CIL Fund Policy there will be a need to consider use of the funds and in readiness Council Members should consider and bring forward ideas for infrastructure projects that conform to Guidelines.

There were no further issues raised.

74/18 DATE OF NEXT MEETING

The next Meeting of Council will be held in the Goss Croft Hall on **Tuesday 12th March 2019 at 7.30pm**. A Council Planning Meeting was scheduled for **Tuesday 12th February 2019** should this be required and Notice will be given.

Signed:

Date: **12th March 2019**