

SEAGRY PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.30pm

8th March 2022

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

Also Present: 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.

84/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J H Crosland (Vice Chairman) and Cllr N Hutton. Apologies were received from Wiltshire Councillor H Greenman.

85/21 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 9th November 2021) and Standing Orders (Adopted 12th May 2015)

There were no Declarations of Interests.

86/21 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 11th January 2022. **Cllr M Barber proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

87/21 PLANNING

Planning Applications:

- a) PL/2021/11339 – Householder Application
Erection of Glasshouse
30 Seagry House, A3 Area Boundary South C82 To Five Thorns Lane,
Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD
For Mrs Vanessa Buchan

In order to meet the timescale of Wiltshire Council, Parish Council Members had been circulated with the application. Members had agreed that the Clerk should respond within the required timescale advising that there were no objections to raise and agreed that this would be confirmed at the next Council Meeting. **The Council confirmed the decision.**

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

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

- a) PL/2021/10302 - Householder Application
Convert Existing Garage/Workshop to Annexe
Oak Hill House, Henn Lane, Upper Seagry, Nr Chippenham SN15 5HD
For Mr Kevin Lloyd **Approved with Conditions 16th December 2021**
- b) 20/11118/FUL
Demolition of Existing Outbuilding and Part Erection and Part Conversion to form 1 No Dwelling. Erection of Attached Double Garage. Creation of New Access
The Mount, Upper Seagry, Nr Chippenham Wiltshire SN15 5EX
For Mr & Mrs N Good **Appeal against Refusal Dismissed 9th February 2022**
- c) Enforcement Matters. The Council was advised that there remained outstanding matters in regards to un-authorised development at Summers Barn, Five Thorns Lane, Upper Seagry and Oak Hill House, Upper Seagry. The Council received updates from the Wiltshire Council enforcement team, which the Parish Council found unsatisfactory and this would be brought to Wiltshire Council's attention.

88/21 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.

Signpost Magazine. Section 137 Grant (see later agenda item)	£ 100.00
Mr V A Vines. Salary + HMRC PAYE Year 2021-2022	£ 3,516.24
Mr V A Vines. Expenses Claim Year 2021-2022	£ 789.57

Cllr A Ball proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY

- b) **Payments made since last Meeting:** The Council noted Payments made since the last Council Meeting.

Black Nova Designs. Website Hosting 22/23 Inv BND-9894 17.01.22 £ 72.00

- c) **Receipts:** The Council noted Receipts since the last Council.

Seagry PCC. Queen's Platinum Jubilee Donation 07.02.22 £ 50.00

- d) **Bank Account Balance/s:** The Council noted the following Balance:

89/21 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. The dates of future Parish Steward visits were 14th March and 11th April 2022. **(noted)**
- b) **Rights of Way:** There were no matters raised that had not been previously considered. Council Members were reminded to be mindful of blocked routes and report for action. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) HGV Traffic, Henn Lane. Since the Council had last met significant issues had arisen in regards to diversion routes from the A429. Circumstances had led to the introduction of a 7.5T Temporary Weight Limit on the 24th February 2022. The issue of HGV traffic from the transport depot in the neighbouring Parish remained unresolved but this was minimal disturbance compared with the nightmare situation the whole Parish had suffered during the last few weeks from highway safety and damage. There remained unknowns, including the potential completion date of the Network Rail Bridge works, the remaking of roads and verges, the retention of the weight limit and there was a need to explore all matters with Wiltshire Council, including timescales. The Council would write to all those involved including the Wiltshire Council Cabinet Member for Highways requesting a status report, site visit and to vent the frustrations of all who have suffered the consequences of an ill planned project, ill planned diversions and diversion control and general lack of local highway knowledge.
- ii) Highway verge erosion in the Upper Seagry “triangle” and the requirement for a replacement fingerpost direction sign. This, and the general verge damage as a result of the A429 issues would need to be agreed with Wiltshire Council as part of the resolution. A later Agenda item referred to the replacement highway fingerpost sign. **(noted)**
- iii) Cllr J H Crosland continued to investigate the provision of additional salt/grit bins for the Parish. **(noted)**

90/21 STANDING ITEMS

- a) **Recreation Ground:** There was no update and no issues raised. **(noted)**
- b) **Notice Boards:** The existing notice boards were beginning to show their age and the Clerk would supply details of design options available and costs at the next Council Meeting. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised that had not been raised previously. **(noted)**

- d) **Parish/Community Website/Social Media:** There was a need for all Council Members to review and inform the Clerk of any updates required to their details appearing on the website. **(For Members Action)**
- e) **Council Award Scheme:** There was no update. **(noted)**
- f) **Asset Register:** There was no update necessary. **(noted)**
- g) **School Liaison:** There was no update. **(noted)**
- h) **Council Standing Orders & Financial Regulations:** There was no update necessary. **(noted)**
- i) **Council Code of Conduct:** There was no update necessary. **(noted)**
- j) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies. **(noted)**
- k) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies. **(noted)**
- l) **Seagry Spitfire Memorial:** There was no update. **(noted)**
- m) **Goss Croft Hall:** There were no issues reported or raised. **(noted)**
- n) **Allotments:** The Council had been advised that the Allotment Holders were due to pay their annual charge. Any changes in charge would require 12 months notice. Charges had not been increased for a number of years and the Council was now paying water charges. **The Council agreed to include** the matter on the Annual Parish Meeting Agenda to seek local views.
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The next Area Board Meeting was scheduled for Monday 14th March 2022 at 7.00pm. The Council would be notified of the next Parish Forum Meeting date when available. **(noted)**
- p) **Parochial Church Council:** The Council had received a £50.00 donation towards the Queen's Platinum Jubilee from the PCC. **(noted)**
- q) **Seagry Neighbourhood Plan:** There were no issues raised. **(noted)**
- r) **Neighbourhood Watch:** **The Council agreed to include** the matter on the Annual Parish Meeting Agenda to seek local views.
- s) **Emergency Planning:** **The Council agreed to include** the matter on the Annual Parish Meeting Agenda to seek local views.
- t) **Insurance:** There was no update required. **(noted)**
- u) **Signpost Magazine:** **The Council agreed that** a £100.00 Section 137 donation be given towards the production costs.
- v) **Seagry Community Forum:** There was no update. **(noted)**

- w) **Community Speedwatch:** The Clerk reported that sufficient volunteers had now confirmed their agreement to form a Community Speedwatch Team and their names have been forwarded to Wiltshire Police to be registered and for the non-police personnel vetting level 1 (NPPV1). Following procedural requirements there was a need for the traffic survey to be completed before further progress. **(noted)**
- x) **Defibrillator Project:** The S W Ambulance Trust had asked for precise locations of the defibrillators so that they can visit on a regular basis and also advise emergency callers. A convenient date and venue still needed to be agreed for a Training session. The S W Ambulance Trust had advised that due to Covid-19 only a 1 hour demonstration session was available on selected dates. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

91/21 CLERKS REPORT

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

- a) **Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. The winter conditions affected the solar power. The Wiltshire Council Highways traffic survey remained outstanding. **(noted)**
- b) **Speed Identification Devices (SIDs).** The Clerk confirmed that orders had been placed with suppliers and installers and arrangements being made for installation. The contractor had advised that there was a need for Wiltshire Highways to give their formal approval for the 4 solar/fixing post positions. **(noted)**
- c) **Wiltshire Operational Flood Group North.** A Meeting had been held on the 25th January 2022. Notes from the Meeting had been circulated. The date of the next Meeting would be advised. **(noted)**
- d) **Queen's Platinum Jubilee 2022.** The Council had received a £50.00 donation towards the Queen's Platinum Jubilee Celebrations from the Seagry PCC. **(noted)**
- e) **Community Area Transport Group.** CATG had met on the 22nd February 2022. Issues raised included the outstanding transport assessment and HGV and other traffic using Henn Lane as the A429 diversion route. Notes of the Meeting had been received. An earlier Agenda item related to a formal letter being written to Wiltshire Highways. **(noted)**
- f) **Highway Fingerpost Direction Sign.** The Council had agreed to purchase the replacement fingerpost sign at the Upper Seagry "triangle". A cast metal replacement had been sourced and details were now taking place with the supplier. The opportunity for the Council to further celebrate the Queen's Platinum Jubilee by the introduction of a celebration circular finial instead of a simple Parish Council finial was agreed. **(noted)**
- g) **Parish Council Database.** WhatsApp social media was progressing well. **(noted)**
- h) **Community Infrastructure Guidance (CIL).** The Council had received the updated Guidance for Year 2022 from Wiltshire Council. **(noted)**

- i) **CPRE Wiltshire Best Kept Village Competition 2022.** Advance notification of this years Competition had been received in January. This had included a request from the Editor of Wiltshire Voice for views on why more Parishes did not enter the Competition. A Council response had been provided. Subsequently, the invitation to enter the Competition had now been received. Entries needed to be made by Friday 22nd April 2022. The **Council agreed not to enter** as the Parish had been disfigured by diverted traffic damage and those views given to CPRE Wiltshire. Parishioners would be advised of this and their views ascertained at the Annual Parish Meeting. **Cllr A Ball proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**

- j) **Wild about Wiltshire.** Wiltshire News-10th February 2022. The Council had received a Newsletter from Wiltshire Council that advised of the “Wild About Wiltshire” initiative. It also provided the 2022 grass-cutting schedule and raised the possibility of attending a number of virtual meetings with the Wiltshire Council Streetscene Portfolio Holder and Officers. Following consideration the **Council agreed that no further action would be taken.**

- k) **Keep Britain Tidy – Great British Spring Clean 2022.** The Council had received notification and information regarding this year’s event/s period 25th March – 10th April 2022. The Council **agreed that** Parishioners should be asked for their thoughts at the Annual Parish Meeting.

- l) **Wiltshire Council – Notification of Temporary Road Closures.** The Council had received several Notifications and Diversion Orders under Section 14 of the Road Traffic Regulations Act 1984 since the last Council Meeting. The urgent closure of the B4069 (Part) from its junction with Hollow Way, Bradenstoke to its junction with the B4122 was a potential long-term closure. **(noted)**

92/21 ANNUAL PARISH MEETING 2022

The Annual Parish Meeting was scheduled for Tuesday 12th April 2022 at 7.30pm. There was a legal requirement to hold an Annual Parish Meeting between 1st March and 1st June each year. The Council could alter the date to gain maximum publicity through the next issue of The Signpost and other means. The Agenda and venue needed to be agreed. Following consideration **the Council agreed that** the Annual Parish Meeting should be virtual and to be held using Zoom.

There needed to be a legal framework to the Meeting and the legal requirements met, to include a Parish Council Annual Report, usually via a Council Chairman’s Report and Budget 2022-2023 information. The opportunity would be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda would be flexible and be in the hands of Parishioners in attendance. As a starting point **the Council agreed** some Agenda items that might be appropriate:

- a. CPRE Best Kept Village Competition 2022
- b. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- c. Defibrillator Project – S W Ambulance Trust Training Session
- d. Community Safety/Neighbourhood Watch/Emergency Plan
- e. Traffic Speeds – the provision of Autospeedwatch Tools
- f. Community Speedwatch – the Speedwatch Scheme volunteers
- g. Speed Identification Devices (SIDS)- the provision of SIDS
- h. Covid-19 – Impact on the Parish

- i. Gigaclear- Super Broadband installation and reinstatement
- j. Queen's Platinum Jubilee
- k. Seagry Neighbourhood Plan
- l. Recreation Ground Facilities
- m. Allotments
- n. Rights of Way – Footpath maintenance – Community Warden

93/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

94/21 DATE OF NEXT MEETING

The Annual Council Meeting was scheduled for **7.30pm, Tuesday 10th May 2022 at 7.30pm** to be followed by a Full Council Meeting. Both to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, **Tuesday 12th April 2022** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **17th May 2022**