

# **SEAGRY PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.30pm**

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

**9<sup>th</sup> July 2019**

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr, Cllr K Pearce, Cllr K Taylor and Cllr Mrs B Zehetmayr. (Cllr K Pearce left the Meeting at 8.34pm)

Also Present: 3 Members of the Public 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**

a) Mr J Kingstone raised the issue of the condition of Public Footpaths, Bridleways, stiles and access generally within the Parish, particularly mentioning those in Upper Seagry area and asked who was responsible for their upkeep. He was advised that, historically, Wiltshire Council had taken the lead role in such matters but, latterly, through cost cutting, now simply carried out the legal function. On the ground clearance, was now generally in the hands of volunteers and Parishes who would need to budget accordingly if considered a local priority. The Council was aware that a draft Seagry Neighbourhood Plan objective related to footpath links and walks. There was a need for the Council to be more proactive and Cllr M Barber agreed to carry out a Survey of the whole Parish to ascertain the present position to allow the Council to understand what was required both in the short-term clearance and long-term continuing maintenance.

b) Mr J Kingstone raised the issue of white-line highway markings at road junctions and who was responsible for reporting as some, if not all, required re-painting. He was advised that all highway markings were a Highway Authority function. Parishioners could report issues direct via the WiltshireApp scheme and the Parish Council could report through normal links with [centralhighways@wiltshire.gov.uk](mailto:centralhighways@wiltshire.gov.uk).

c) Mrs Avis Ball raised the issue of the Gigaclear Broadband installation works, particularly in regards to the Henn Lane area and her own and neighbouring property where there were signs of structural damage caused by the works. This had been reported directly with the Avonline subcontractors who had visited the site. Cllr M Barber advised that the general standard of work and reinstatement of damage had been a longstanding concern of the Council and had led to the suspension of the works before a programme of reinstatement and new works were agreed. The Council had been assured that the ongoing project would, in theory, be better managed, including highway control measures. Mrs Ball was able to provide a telephone contact for the Avonline subcontractors, should this be helpful.

d) Mrs Avis Ball also raised the issue of speeding and HGV use in the Henn Lane area. The issue affected the Parish generally and was a factor in the damage caused to the highway surfaces and verges. This had an enormous impact on not only highway conditions but also road safety. To address the matter there was a need to provide evidence that could lead to the introduction of HGV weight restrictions and the

lowering of speed limits. The need for a Community Speedwatch Team to be formed was emphasised.

There were no further Questions raised.

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

There were no Reports.

#### **23/19 APOLOGIES FOR ABSENCE**

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

#### **24/19 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 12<sup>th</sup> May 2015) and Standing Orders (Adopted 12<sup>th</sup> May 2015)**

No Interests were declared.

#### **25/19 MINUTES** Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 14<sup>th</sup> May 2019. **Cllr A Ball proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY**

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 14<sup>th</sup> May 2019. **Cllr A Ball proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY**

#### **26/19 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) 19/04594/FUL  
Construction of Two Timber Stables a Tackroom and Manure Clamp on a Concrete Base. Change of Use to Equestrian  
Seagry House, Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD  
For Mrs Buchan

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

**Cllr Mrs B Zehetmayr proposed, Cllr K Pearce seconded and RESOLVED UNANIMOUSLY**

- b) 19/05804/FUL  
Conversion of Existing Agricultural Building to Create 1 No New Dwelling

Agricultural Building at Trinity Farm, Lower Seagry, Wiltshire SN15 5EP  
For Mr David Biggin

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

In reaching the decision the Council noted that a Public Right of Way ran through the application site, not noted on the application details, and they wished Wiltshire Council to ensure that there were no proposals to obstruct this Right of Way as part of the development.

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

- c) 19/05448/FUL  
Proposal to Replace the Existing Village Cricket Pavilion with a more Traditional Looking Building of a Similar Scale and Footprint  
Seagry House, Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD  
For Mrs Buchan

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

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

There were no further Planning Applications considered.

**Planning General:** The Council noted the following decision:

- a) 19/04594/FUL  
Construction of Two Timber Stables a Tackroom and Manure Clamp on a Concrete Base. Change of Use to Equestrian  
Seagry House, Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD  
For Mrs Buchan **Approved with Conditions 28<sup>th</sup> June 2019**

## **27/19 FINANCE**

The Council considered financial matters and received notification of receipts and invoices for payment.

a) **Payments:**

Mr R Tucker. Grass cutting Inv 02 03.06.19	£ 90.00
Mr R Tucker. Grass cutting allotments Inv 02 03.06.19	£ 20.00
Community First Trading. Zurich Insurance Policy Renewal 01.07.19	£ 257.62
Place Studio Ltd. Neighbourhood Plan Support. Inv No 5798	£ 425.00
Community First Membership Renewal 2019/20	£ 40.00
Mr R Tucker. Grass cutting Inv 03 01.07.19	£ 90.00
Mr R Tucker. Grass cutting allotments Inv 03 01.07.19	£ 75.00
Sutton Benger PC. Planning Demystified Training. Inv PT/007	£ 45.00
Mr R Vivash. Allotment Standpipe costs reimbursement. 19.06.19	£ 100.00

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

b) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting. (noted)

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

Lloyds Account No. 00454316 31<sup>st</sup> May 2019 £ 25,620.74

d) **Annual Governance and Accountability Return Year Ending 31 March 2019**

Pursuant to Minute 016/19 (d). The Parish Council had agreed to issue a Certificate of Exemption to the External Auditor. The Parish Council had been advised that there was still a requirement to complete the Annual Governance process with the Internal Auditor and publish on the Parish Council website and also consider relevant Sections of the Annual Return, to include:

i) 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.

ii) Annual Return Section 2: The Council had been previously circulated with the Year End 31<sup>st</sup> March 2019 accounts spread sheet for adoption and submission to the internal auditor. 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 K Pearce seconded and RESOLVED UNANIMOUSLY**

## **28/19 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 on 2<sup>nd</sup> July. The next Parish Steward visit was scheduled for 3<sup>rd</sup> September 2019. (noted) The Council noted receipt of Cllr Wayman's Local Highways May 2019 Newsletter and attachments. (noted)

b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. Cllr M Barber agreed to undertake a comprehensive survey of all Footpaths and Bridleways throughout the Parish to ascertain their present condition, including signage and access and would report to the Council in due course. (noted)

c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

Issues raised related to WiltshireOnline Gigaclear works (a later Agenda item) and Community Speedwatch. Cllr M Barber reported that there appeared to be a team of volunteers from the School prepared to be trained to set up a Speedwatch Team. There was, however, a requirement for the whole Parish to be included in any Team as the project would cover all highways in the Parish and not just that

outside the School as they were not only collecting speed data but also traffic size and weight generally that used the routes. A Coordinator would need to be found. In the interim the Clerk would investigate how a Scheme could be started and who would be carrying out the training function. **(noted)**

## **29/19 STANDING ITEMS**

- a) **Recreation Ground:** There was no update. **(noted)**
- b) **Notice Boards:** There was no update required. **(noted)**
- c) **Flooding & Drainage:** There was no 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:** There was no update. Cllr M Barber had previously reported that there was interest shown in assisting with a Community Speedwatch Team. **(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 required. **(noted)**
- m) **Goss Croft Hall:** Cllr Mrs B Zehetmayr reported that there was still a requirement for new Trustees. **(noted)**
- n) **Allotments:** Cllr K Pearce reported that work was progressing well with the installation of the additional water supply standpipe. **(noted)**
- o) **Wiltshire Council Chippenham Area Board and Parish Forum:** A Chippenham Area Board Meeting was held on Monday 3<sup>rd</sup> June 2019 in Café Spero, Wood Lane, Chippenham SN15 3EB. Wiltshire Councillor H Greenman had stood down as Area Board Chair and replaced by Cllr P Hutton. A further Meeting was scheduled for Wednesday 17<sup>th</sup> July 2019 in Sutton Benger Village Hall, which was likely to be a joint meeting with the Parish Forum. A Chippenham Community Area Parish Forum was held on Wednesday 19<sup>th</sup> June 2019 in Stanton St Quintin Village Hall SN14 6DE. The Guest Speaker had been Diane Ware of Wiltshire Council Highways. The next Forum meeting was scheduled for Wednesday 18<sup>th</sup> September 2019 at 7.30pm at a venue to be notified. **(noted)**

- p) **Parochial Church Council:** There was no update. **(noted)**
- q) **Seagry Neighbourhood Plan:** Mr B Zehetmayr reported that the Regulation 14 Consultation had been completed and the Steering Group had considered comments received and updated the Plan where necessary. The process could now move forward to the Regulation 15 and 16 Stages leading to the local Referendum. A later Agenda item would request Parish Council approval. **(noted)**
- 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:** There would be a Seagry Neighbourhood Plan update article submitted for the next edition. **(noted)**
- v) **Seagry Community Forum:** There was no update. **(noted)**
- w) **Data Protection-GDPR:** There was no update required. **(noted)**

### 30/19 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 15<sup>th</sup> May 2019 in Malmesbury Town Hall. A further Meeting was scheduled for 17<sup>th</sup> July 2019 in Devizes Corn Exchange. The Agenda had been received. The Council had been invited to a Tea & cake Event held on the 11<sup>th</sup> June 2019 in the Ceremonies Room, Trowbridge to celebrate the Group's 10 year Anniversary. A further Meeting was scheduled for 16<sup>th</sup> October 2019 in St Margaret's Hall, Bradford on Avon. **(noted)**
- b) Neighbouring Planning Surgery. Wiltshire Council had invited Neighbourhood Planning Groups to Surgery Sessions and a Presentation to be held on Tuesday 16<sup>th</sup> July 2019 from 9.00am to 2.00pm at County Hall, Trowbridge. **(noted)**
- c) Wiltshire Neighbourhood Watch. The Council had been invited to the WNW Annual General Meeting to be held on 13<sup>th</sup> July 2019. No Council Member was available to attend **and they agreed to keep a watching brief on further news and events.** There was need for a Coordinator and volunteers to be found in order to resurrect the local NW Scheme. **(noted)**
- d) Chippenham CATG. The Council had recently been advised of changes to the CATG issues system by the Chippenham Community Engagement Manager. **(noted)**
- e) PEAS. Wiltshire Council had requested that Parish Councils consider their winter emergency stock and equipment. Reference was made to the need to have an active Flood or Snow Plan (Emergency Plan). The matter **was deferred to the next Meeting** for input from Cllr J H Crosland and Cllr M Barber.
- f) Member Training. The Kington St Michael Parish Council had agreed to host a Member Training Session as a requirement for the Council Award Scheme. Neighbouring Councils had been advised, to offer the session to additional attendees. No further details were available at the present time. **Members deferred any final decisions** until a date was known.

- g) Gulley Cleansing. The Council was aware of the Wiltshire Sewer and Land Drainage Team invitation to identify gullies causing concern. Cllr J H Crosland had submitted local requirements. **(noted)**
- h) Wiltshire Council - Briefing Note No 19-017. The Council noted receipt of a Briefing Note in regards to the Salisbury Central Area Framework. **(noted)**
- i) CPRE Wiltshire Best Kept Village Competition 2019, sponsored by Hills Group. The Council noted the successful result of this year's Competition and Judges' comments. Being 1<sup>st</sup> in the North Wiltshire Small Villages Round meant that the Parish moved forward into the whole of the County Round. **(noted)**
- j) Seagry Neighbourhood Plan Regulation 15/16 Submission Stage. The Council considered the amendments to the Draft Neighbourhood Plan following the Regulation 14 Consultation. Council Members had been forwarded the website link to the documents, evidence and the updated Neighbourhood Plan. A Seagry Basic Conditions Statement had been received to assist and was circulated. The Council formally approved the Plan, which could now proceed to the final consultation stages/inspections culminating in the local Referendum. The Clerk would write to the Steering Group and Wiltshire Council accordingly. **Cllr A Ball proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY**
- k) WiltshireOnline – High Speed Broadband. Cllr M Barber updated the Council on conversations with the Gigaclear Community Engagement Manager for the northern Wiltshire area and the revised programme for Seagry, including rectification works planned. As a result of a recent theft of worker's equipment and machinery there had been a delay to the works. **(noted)**
- l) Wiltshire Council - Briefing Note No 19-018. The Council noted receipt of a Briefing Note in regards to the Substantive Highways Scheme Fund for 2020/21 with Area Boards to submit bids by Friday 9<sup>th</sup> August 2019. **(noted)**

### **31/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

Cllr Mrs B Zehetmayr reported that she was still receiving complaints in regards to the "peacock" nuisance. The Clerk confirmed that he had written to the owner as instructed following the last Meeting. No response had been received to date and there was no further action to be taken. Parishioners were at liberty to report their concerns to Wiltshire Council Environmental Health and Highway Departments and possibly the Police if they so wished.

There were no further issues raised.

### **32/19 DATE OF NEXT MEETING**

The date of the next Council Meeting was scheduled for **7.30pm, Tuesday 10<sup>th</sup> September 2019**, in The Goss Croft Hall. However, Members noted that **Tuesday 13<sup>th</sup> August 2019** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **10<sup>th</sup> September 2019**