

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

Goss Croft Hall, Upper Seagry SN15 5HD

10th September 2019

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr, Cllr J H Crosland (Vice Chairman), Cllr K Pearce, Cllr K Taylor and Cllr Mrs B Zehetmayr.

Also Present: Wiltshire Councillor H Greenman, 2 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 Ian Blackmore, representing the Goss Croft Hall Trustees, had attended to advise the Council that a concern had been raised in regards to The Pond at GCH, particularly in regard to small child safety. The Trustees had the benefit of a RoSPA 2018 Report on the pond that had assisted in discussions with Wiltshire Council, the previous landowner and Health & Safety Authority. There was confidence that all reasonable measures had been taken in protecting the deepest areas and all Hall hirers were advised that there was a pond in the grounds of the Hall. The matter had raised the question of ownership of the pond and potential liability as without destroying the whole natural pond concept and restricting access it was impossible to be able to ensure total safety. At this time there remained questions on ownership and all agreed that this would be investigated and that the matter would be raised as an Agenda item at the next Council Meeting.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

33/19 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

34/19 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.

35/19 MINUTES Members had been previously circulated with the Draft Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 9th July 2019. **Cllr R Barr proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**

36/19 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) 19/06568/FUL
Proposed Alterations to Outbuilding
Hardinge Farm, Scotland Hill, Upper Seagry, Wiltshire SN15 5HA
For Mr & Mrs R Scrope
- b) 19/06754/LBC
Proposed Alterations to Outbuilding
Hardinge Farm, Scotland Hill, Upper Seagry, Wiltshire SN15 5HA
For Mr & Mrs R Scrope

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

- c) 19/07553/PNCOU
Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to Dwellinghouse (Class C3) and for Associated Operational Development
Agricultural Storage Building, Nables Farm, Scotland Hill, Upper Seagry
SN15 5HB
For Mr Andrew Jackson

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

- d) 19/07412/FUL
Proposed Replacement House
6, Lower Seagry, Nr Chippenham, Wiltshire SN15 5EP
For Mr & Mrs Gary Hunt

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

Cllr J H Crosland proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY

- e) 19/07760/FUL
Proposed Granny Annexe and Conservatory and Demolition of Wooden Garage
18 Jasmine Cottage, Upper Seagry, Nr Chippenham, Wiltshire SN15 5EX
For Mr Andrew Holbrook

Following consideration of the application the Council determined that although there was no justification given for the need for quite such a large Granny Annexe, **the Council had no objections to the principle of the proposal** providing the accommodation was retained as being ancillary to the use of the main dwelling.

From a design point of view there was no objections, but there was a concern that with the increase in built form on the site it tended to lead to an over-development of the land leaving very little external amenity space for the occupants of the property.

Cllr M Barber proposed, Cllr Mrs B Zehetmayr seconded and RESOLVED UNANIMOUSLY

There were no further Planning Applications considered.

Planning General: The Council noted the following decision:

- a) 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 **Approved with Conditions 8th August 2019**

37/19 FINANCE

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

a) **Payments:**

Mr R Tucker. Grass cutting Inv 04 01.08.19	£ 90.00
Mr R Tucker. Grass cutting allotments Inv 04 01.08.19	£ 20.00
GeoXphere Ltd. Parish Online subscription 19/20	£ 36.00
Place Studio Ltd. Neighbourhood Plan Support. Inv No 5752	£ 482.40
Place Studio Ltd. Neighbourhood Plan Support. Inv No 5812	£ 1,206.00
Mr R Tucker. Grass cutting Inv 05 02.09.19	£ 135.00
Mr R Tucker. Grass cutting allotments Inv 05 02.09.19	£ 30.00

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

b) **Receipts:** The Council noted the following Receipt:

CPRE Wiltshire BKVC Award 12.08.19	£ 100.00
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c) **Bank Account Balance/s:** The Council noted the following Balance:

Lloyds Account No. 00454316 30 th August 2019	£ 24,578.12
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d) **Community Infrastructure Levy Funds (CIL Funds):** The Council noted that within their Bank Balance the Council held a CIL Fund of £ 6,216.93

38/19 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 visit on the 3rd September 2019. **(noted)** The Council noted receipt of Cllr Wayman's Local Highways July 2019 Newsletter and attachments. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. Cllr M Barber reported that he had produced a draft survey of all Footpaths and Bridleways throughout the Parish to ascertain their present condition, including signage and access and would report to the next Council Meeting **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.

Council Members had noted that Wiltshire Council had carried out several areas of "hot patching" to the highway surfaces within the Parish. **(noted)**

39/19 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. **(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:** The safety issues of The Pond had been raised earlier and would be an Agenda item at the next Council Meeting. **(noted)**
- n) **Allotments:** There was no update. **(noted)**

- o) **Wiltshire Council Chippenham Area Board and Parish Forum:** A Chippenham Area Board Meeting was held on Wednesday 17th July 2019 in Sutton Benger Village Hall. Cllr M Barber reported that the Parish Forum had been represented at the Meeting, which was worthwhile as County Council Area Board Members and the County Council Portfolio Holder were briefed on the usefulness of and need for the Forum. A Chippenham Community Area Parish Forum was held on Wednesday 19th 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 23rd October 2019 at 7.30pm in The St Mary Magdalene Church, The Street, Hullavington SN14 6DU. The topic for the evening would be Cyber Crime. **(noted)**
- p) **Parochial Church Council:** There was no update. **(noted)**
- q) **Seagry Neighbourhood Plan:** Mr B Zehetmayr reported that the Wiltshire Council was now carrying out the Regulation 16 Consultation leading to the local Referendum. A Signpost article had updated Parishioners. The Steering Group had been consulted on possible Neighbourhood Plan Examiners and had indicated their preference. He asked the Council to note that the Locality UK grant had now been exhausted and there would now be a reliance on the Parish Council to fund any further costs. **(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 had been a Seagry Neighbourhood Plan update article submitted for the latest edition. **(noted)**
- v) **Seagry Community Forum:** There was no update. **(noted)**
- w) **Data Protection-GDPR:** There was no update required. **(noted)**
- x) **Community Speedwatch:** The Council had been advised of an AutoSpeedwatch tool that may make Speedwatch easier, safer and more efficient. The Police and Wiltshire Council were considering the legitimacy of the tool that Council Members felt would be a worthwhile purchase. In addition the purchase and installation of an Elancity Evolis Radar Speed Sign/Device remained a Council priority and there was a need to progress this. **(noted)**

40/19 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 Working Group had met on the 17th July 2019 in Devizes Corn Exchange SN10 1HS. A further Meeting was scheduled for 16th October 2019 in St Margaret's Hall, Bradford on Avon. **(noted)**
- b) Wiltshire Council - Briefing Note No 19-019. The Council noted receipt of a Briefing Note in regards to the Polling District and Polling Place Review Consultation Timescale for response had been given as 9th September 2019.

There appeared to be no implications for the Parish who would continue to use the Goss Croft Hall. **(noted)**

- c) Licensing Act 2003 Consultation. Wiltshire Council Public Protection had consulted the Council on changes to their Licensing Policy. Timescale for comments had been 7th August 2019. The Council Members had been circulated with the proposals and no adverse comment received. **(noted)**
- d) 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 had been deferred at the last Meeting. The Council had received a reminder asking for responses by end of August 2019. **The Council agreed that** there was a need to increase the amount of grit/salt held locally and that a pallet of 25kg bags should be requested.
- e) Wiltshire Council - Briefing Note No 19-020. The Council noted receipt of a Briefing Note in regards to their Ofsted Report (July 2019). **(noted)**
- f) Police Community Support Officer. The Council had been notified that the new Police Community Support Officer for the Chippenham Rural Area was PCSO 8235 Charlotte Windle, who was based at Monkton Park Police Station, Chippenham SN15 1ER. Contact was either Tel 101 ext 38235 or email charlotte.windle@wiltshire.pnn.police.uk **(noted)**
- g) The Big Get Together. The Council had been notified that the event would take place on Saturday 7th September 2019 10am-1pm at the Neeld Community & Arts Centre. **(noted)**
- h) Community Governance Review. Wiltshire Council had invited Parish and Town Councils to submit any requests for changes, including naming of Parishes, or its Wards, total number of Councillors, creation of Wards, changes to external boundaries of the Parish, or the creation/abolition/merger/grouping of Parishes and other such changes. Any proposals would have an impact on the Parish and with the timescale for comment being end of October 2019 **the Council agreed to** submit observations that no changes should be made.
- i) NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. WALC had advised that a Consultation was taking place on the Information Commissioner’s update of the original code published in 2011. NALC had sought the sector’s views. The timescale for comment was Friday 16th August 2019. The Council Members had been circulated with the proposals and no adverse comment received. **(noted)**
- j) Wiltshire Council Chippenham Community Engagement Manager. Mr Oliver Phipps (Ollie) had written to Parish Councils to advise that he was “happy to attend a Parish Council Meeting to introduce himself to Councillors and to talk about any way he could support the Council’s endeavours”. **The Council agreed that** he should be invited to a future Council Meeting.
- k) St John Ambulance. The Council had received a request for financial aid in regards to a donation towards the cost of the service in Wiltshire. **The Council agreed that** on this occasion no support should be given. **Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**
- l) Wiltshire Council - Briefing Note No 19-022. The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Land Supply update. **(noted)**
- m) Community First AGM 2019. The Council had been invited to attend the AGM to be held on Wednesday 9th October 2019 in The Town Hall, Devizes from 5.30pm. **(noted)**
- n) Seagry Neighbourhood Development Plan (SNDP) – Regulation 15/16. The Council was notified that Wiltshire Council had validated the (SNDP) on the 22nd July 2019 and was commencing preparations to publicise for the 6-week consultation period. **(noted)**

- o) Wiltshire Council - Briefing Note No 19-023. The Council noted receipt of a Briefing Note in regards to Representations on Special School Provision in North Wiltshire. Responses were required by 30th September 2019. **(noted)**
- p) SW Ambulance Trust Defibrillator Training. Chippenham Without PC lease their defibrillators from the SW Trust. Part of the agreement was an Annual Training session. This would take place on Wednesday 30th October 2019 at 7.45 pm in St Peter's Church Meeting Room, Lordsmead, Chippenham. The Council had invited all neighbouring Parishes to attend so that they could benefit from the knowledge gained. **(noted)**
- q) Community Led Housing. The Council had been advised that the Wiltshire Community Led Housing Partnership were hosting an event for those interested in Community Led Housing at the Community First Offices on Tuesday 10th September 2019 10am – 12.30pm. **(noted)**
- r) Capital Spending. The Council had previously discussed and agreed that the purchase and installation of an Elancity Evolis Radar Speed Sign/Device should be a Council priority and could be partially funded using the CIL Funds now available to the Council. The Clerk advised that the Council should be mindful of the fact that at the present time there was only £ 6,216.93 in the CIL Fund. **(noted)**
- s) Capital Spending. The Council had previously discussed and agreed that the purchase and installation of 2 Defibrillators should be a Council priority and could be partially funded using the CIL Funds now available to the Council. The Clerk advised that the Council should be mindful of the fact that at the present time there was only £ 6,216.93 in the CIL Fund. **The Council agreed that the 4-year lease of 2 Defibrillators from the S W Ambulance Trust should proceed and the Clerk would investigate further.**
- t) CPRE Wiltshire Best Kept Village Competition 2019, sponsored by the Hills Group. The Parish had won the North Wiltshire Small Village Category and was entered in the whole County Round. The Parish had been placed 2nd (losing by a single point) and won a £100 Award. The Council noted the result of this year's County Round Competition and Judges' comments. **(noted)**
- u) WiltshireOnline – High Speed Broadband – Gigaclear. The Council had been advised that Mr Christopher Morris had taken over the role of Community Engagement Manager for Wiltshire, replacing Mr Stephen Harris. **(noted)**
- v) Financial Planning. Wiltshire Council had advised that their Council Tax Setting Timetable required Parish Councils to submit their Precept requirement for Year 2020/2021 no later than 24th January 2020. The Council would meet on the 14th January 2020 and could comply with the requirements. **(noted)**

41/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

42/19 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for **7.30pm, Tuesday 12th November 2019**, in The Goss Croft Hall. However, Members noted that **Tuesday 8th October 2019** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **12th November 2019**