

SEAGRY PARISH COUNCIL

DRAFT MINUTES Virtual Council Meeting held at 7.30pm

11th January 2022

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr, Cllr J H Crosland (Vice Chairman), Cllr N Hutton, 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.

74/21 APOLOGIES FOR ABSENCE

All Council Members were in attendance. Apologies were received from Wiltshire Councillor H Greenman.

75/21 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.

76/21 MINUTES Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Extraordinary Parish Council Meeting held 14th December 2021. **Cllr J H Crosland proposed, seconded Cllr K Taylor and RESOLVED UNANIMOUSLY**

77/21 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. The Council had received written representations, prior to the Meeting, in regards to application PL/2021/11577 and took these into consideration.

- a) PL/2021/11577 - Householder Application
Proposed Rear Extension
Rose Cottage, 13 Upper Seagry, Nr Chippenham SN15 5EX
For Jerome Tait

Following consideration of the application **the Council resolved to raise no objections in principle to extensions to the dwelling.**

However, the Council had a number of concerns in regards to the detail of the proposal as submitted. Firstly, it was a large extension, not necessarily an over-development of the site, but from the northern direction the side elevation was very noticeable from the highway. The size, scale and bulk was substantial and dominated the original small scale cottage character that had a narrow irregular profile with differing eaves levels and roof pitch.

The Neighbourhood Plan 2019-2036 had relevance to character and design issues and 5.8 Plan Policy O3 referenced Map 3 and the protection of features and spaces that qualified for Local Listing that contributed to the sense of local character and being worth conserving. Map 3 included the property as an example of Farm Cottages that should be respected and that this should be taken into consideration.

Secondly, the scale and design could not be classed as subsidiary to the host dwelling and it appeared that no attempt had been made to respect and retain the character of the existing built form. Wiltshire Council would appraise what could only be a subjective view on the design but the Parish Council felt that in similar cases a solution had been found by recessing a wall of the extension so there was a clear definition between old and new.

This would naturally lead to the potential for a reduction in eaves line with perhaps side dormer windows included breaking up the roof mass and leading to the required lowering of the ridge level. With this in mind the northern side elevation could be vastly improved by a small 100-150mm inset to retain the brick gable end profile of the host dwelling. The proposed use of render dominated the brick original and the flush vertical join between the two was considered unfortunate and could be improved with the inset retaining the historic gable character. This design concept, with the lowered eaves and ridge lines would create small areas of sloping ceilings but would not lead to a loss of floor space on the first floor.

It is unfortunate that the rear projecting gable width was 5.7 metres, requiring a lower roof pitch tending to dominate the rear aspect but the Council acknowledged that a line had been taken from the existing lean-to projection. With the lowering of the eaves and ridgelines and a slight decrease in width by the inset, the bulk and dominance would not be as large and the Council felt this could be supported.

Cllr M Barber proposed, Cllr Emma Sorrell seconded and RESOLVED UNANIMOUSLY

- b) PL/2021/11826 – Listed Building Consent Application
Provision of Stairlift
The Chestnuts, Upper Seagry, Nr Chippenham SN15 5EX
For Mr & Mrs R A Kay

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

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/2021/08708 – Householder Planning Permission
Rear Single Storey Extension, New Front Porch, Sundry Alterations and all Associated Works
14, Upper Seagry, Nr Chippenham, Wiltshire SN15 5EX
For Ms Valerie McCleod **Approved with Conditions 6th January 2022**

78/21 FINANCE

The Council considered financial matters and received notification of receipts, invoices for payment and invoices paid since the last Council Meeting.

a) **Payments:**

Section 137 Grant. Minute 81/21 (d) refers £ 105.00

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

b) **Payments made since last Meeting:**

There had been no payments made since the last Council Meeting. (noted)

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

There had been no receipts since the last Council Meeting. (noted)

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

Lloyds Account No. 00454316 30th November 2021 £ 38,428.11 (noted)

e) **Council Budget, Budget Proposals and Precept for Year 2022-2023:**

The Council considered Budget proposals for Year 2022-2023 together with background advice in regards potential capping implications for future Capital and Revenue spending requirements. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 18th January 2022. Detailed consideration was given to a forward budget and cost pressures. The Council was mindful of the fact that any increases proposed needed the support of Parishioners. The Public Works Board Loan repayment of £5,202.32 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 could include increases in CATG financial support for local projects.

The Council had set the Precept for Year 2021-2022 at £19,000.00. The Clerk provided an updated Receipts and Payments Schedule that included an estimated outturn for Year End. Several projects would be completed within the year. The Council agreed that as a matter of principle there was a need to maintain the Capital Fund by resisting reductions to support the Revenue Account and that the Council would remain in a healthy financial position at end of year. The Council noted that the Band D Tax Base had changed from 168.77 to 172.21 per property. The Clerk provided spending options that included a standstill situation and implications resulting from a Precept increase or reduction and after consideration it was felt that to cover inflation, proposed spending and to still retain the Capital set aside there was a need to increase the Precept this year by 2.1%. **It was agreed to request a Precept requirement of £19,400.00 for the next Council Year**, which would be explained at the Annual Parish Meeting.

Cllr M Barber proposed, Cllr Emma Sorrell seconded and RESOLVED BY MAJORITY DECISION

79/21 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. Issues that needed action related to numerous potholes, the Church Road surface and hedge cutting. The dates of future Parish Steward scheduled visits had been received being 17th January, 14th February, 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. The issue of HGV traffic from the transport depot in the neighbouring Parish remained unresolved. The Council had written to the Wiltshire Council Cabinet Member for Highways, copying in others, including Wiltshire Councillor Greenman who had now advised that it was being suggested that the matter should be raised through Chippenham CATG liaising also with Malmesbury CATG for a cohesive approach as both Startley and Rodbourne are in that Community Area. The lack of progress was disappointing, not helped by the fact that it was not known who was operating the transport depot. Cllr N Hutton would raise the matter at CATG and would be provided with a copy of correspondence to assist. It was considered that there may be a need to involve the Member of Parliament in resolving the matter.
 - ii) Highway verge erosion in the Upper Seagry “triangle” and the requirement for a replacement fingerpost direction sign. A later Agenda item referred. Minute 81/21 (h). **(noted)**
 - iii) Cllr J H Crosland continued to investigate the provision of additional salt/grit bins for the Parish. **(noted)**

80/21 STANDING ITEMS

- a) **Recreation Ground:** There was no update and no issues raised. **(noted)**
- b) **Notice Boards:** There was no update and no issues raised. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised that had not been raised previously. **(noted)**
- d) **Parish/Community Website/Social Media:** There was no update and no issues raised. **(noted)**
- 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:** The Council had agreed to review all Policies in the forthcoming year and a later Agenda item referred. Minute 81/21 (j) refers. **(noted)**
- i) **Council Code of Conduct:** The Council had adopted an updated Code of Conduct on the 9th November 2021. **(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:** It was reported that all chickens being kept on the allotments were being kept under cover in accordance with DEFRA Regulations. **(noted)**
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on the 13th December 2021 and the Minutes had been circulated. 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:** There was no update. **(noted)**
- q) **Seagry Neighbourhood Plan:** There were no issues raised. **(noted)**
- r) **Neighbourhood Watch:** Cllr N Hutton advised that social media opportunities were progressing well with more and more support. **(noted)**
- s) **Emergency Planning:** There was no update. **(noted)**
- t) **Insurance:** There was no update required. **(noted)**

- u) **Signpost Magazine:** It was suggested that a £50.00 Section 137 donation be considered at the next Council Meeting. **(noted)**
- v) **Seagry Community Forum:** There was no update. **(noted)**
- w) **Community Speedwatch:** The Clerk advised that there were now sufficient volunteers to form the Community Speedwatch Team and be registered with the Wiltshire Police to receive the necessary training. One volunteer is to be designated as the Team Leader and to undergo non-police personnel vetting level 1 (NPPV1). The Clerk would forward their details to Wiltshire Police. **(noted)**
- x) **Defibrillator Project:** The project was complete. With Covid-19 restrictions being gradually lifted there would be an opportunity for the South West Ambulance Trust to provide a training session. There would be a need for a well publicised date and venue to be agreed for later in 2022. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

81/21 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. The winter conditions affected the solar power. The Wiltshire Council Highways traffic survey remained outstanding. **(noted)**
- b) **Speed Identification Devices (SIDs).** Pursuant to Minute 71/21 (b). The Clerk had been instructed to proceed with orders from suppliers and installers and arrange for the work to be completed as soon as possible. Before proceeding the Clerk updated the Council on potential costs for the works required. The Council found these acceptable and instructed the Clerk to place the necessary order/s with suppliers and installers and arrange for the work to be completed as soon as possible. **Cllr M Barber proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**
- c) **Wiltshire Operational Flood Group North.** A Meeting had been held on the 17th November 2021 using Microsoft Teams. The Council would receive Notes from the Meeting and the dates of future Meetings with an invitation to attend and raise any local concerns in due course. **(noted)**
- d) **Section 137 Grant.** A request had been received for financial support towards the costs of the installation of a bench at the Primary School in memory of the late Doug Wiltshire, the oldest village resident. The work was being carried out by community volunteers, and the bench and plaque had been purchased and a permanent base was required. The cost of the required materials was in the region of £105.00 and a grant was requested for this amount. Following consideration **the Council agreed to support the project and provide a £105.00 Section 137 Grant. Cllr A Ball proposed, Cllr Emma Sorrell seconded and RESOLVED UNANIMOUSLY**
- e) **Queen's Platinum Jubilee 2022.** There was no update. **(noted)**

- f) **Community Area Transport Group.** CATG had met on the 17th November 2021. The Notes had been circulated. The next Meeting was scheduled for 22nd February 2022. An earlier Agenda item had referred to HGV Traffic using Henn Lane and the advice received to pursue the matter through Chippenham CATG and Malmesbury CATG. Both Startley and Rodbourne would be better placed to raise the matter through the latter. Cllr N Hutton would pursue this further. **(noted)**
- g) **Community Area Transport Group.** Pursuant to Minute 71/21 (c). The Council being aware of slow progress in regards to the transport assessment, and the local support rising to £830.00, had agreed to hold a discussion on whether the Parish Council should offer to pay the whole costs in order for the process to be carried out more swiftly. The Council was mindful of the potential cost implications and Cllr N Hutton, having assessed the CATG Chairman's views and CATG discussions on the 22nd February 2022, would as a last resort offer to pay for the whole costs, possibly excluding the involvement of CATG and dealing direct with the Consultant. **Cllr N Hutton proposed, Cllr J H Crosland seconded and RESOLVED UNANIMOUSLY**
- h) **Highway Fingerpost Direction Sign.** Pursuant to Minute 69/21 (ii). The Council had agreed to consider the replacement of the existing dilapidated historic sign at the Upper Seagry "triangle". A cast metal replacement had been sourced and details of design and costs circulated. The cost included a significant delivery charge and the opportunity could be taken to purchase the sign with a adjacent Parish Council to provide a worthwhile saving. **The Council agreed to purchase and install the Leander fingerpost sign and the Clerk would place an order. Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**
- i) **Parish Council Database.** WhatsApp social media was progressing well. **(noted)**
- j) **Seagry Parish Council Policies.** Pursuant to Minute 61/21 (i). The Council had received the draft Parish Council Standing Orders and Financial Regulations based upon Model Templates prepared by NALC and the LGA at the November 2021 Council Meeting. The matter had remained for final consideration until this Council Meeting. **The Council agreed to adopt the updated Standing Orders and Financial Regulations. Proposed Cllr K Taylor, seconded Cllr M Barber and RESOLVED UNANIMOUSLY**
- k) **Wiltshire Council - Briefing Note No 21-27.** The Council had received a Briefing Note in regards to the Wiltshire Council Covid-19 Update. **(noted)**

82/21 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING There were no issues raised.

83/21 DATE OF NEXT MEETING

The date of next Meeting was scheduled for 7.30pm, **Tuesday 8th March 2022**. To be held in The Goss Groft Hall Small Meeting Room unless otherwise notified. However, Members noted that **Tuesday 8th February 2022** was scheduled for a Virtual Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **8th March 2022**