

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

12th November 2019

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

Also Present: Wiltshire Councillor H Greenman, Mrs Anne Henshaw Chairman of Wiltshire CPRE, Mr Oliver Phipps Wiltshire Council Chippenham Community Engagement Manager, 1 Member 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

PRESENTATION

CPRE Wiltshire Best Kept Village Competition 2019, sponsored by the Hills Group.

Mrs Anne Henshaw, Chairman of Wiltshire CPRE, was in attendance to present Award Certificates to Seagry Parish who were winners of the North Wiltshire Small Village Category, winning a £100 Award and had been entered into the whole County Round and placed 2nd. Following the certificate presentation she advised Council Members of a Public Rights of Way Maintenance initiative, based upon the Cotswold AONB model, and the opportunity of attending a presentation, with no commitment, to be held on 23rd November 2019 at Avebury Social Club, start time 11.00am.

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

GUEST PRESENTATION

Wiltshire Council Chippenham Community Engagement Manager, Mr Oliver Phipps was in attendance and provided an overview of his role and particularly emphasising the assistance he was able to give the local community. He now covered a number of roles that the former Community Manager did not fulfil, which now encompassed the former LYN youth worker role. He highlighted the work and involvement of the Chippenham Area Board who could provide funding assistance for capital, youth and health & well-being projects. His offer to assist the Council, to overcome hurdles in contact with Wiltshire Council was welcomed by the Parish Council. He was thanked for his attendance and the Council looked forward to working with him in the future.

48/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr K Pearce,

49/19 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.

50/19 MINUTES Members had been previously circulated with the Draft Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 10th September 2019. **Cllr J H Crosland proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Planning Meeting held 8th October 2019. **Cllr J H Crosland proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**

51/19 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) 19/09555/VAR
Variation of Condition for Application 18/08446/REM – Approval for all matters reserved by Condition 2 attached to 17/03417/OUT including Appearance, Landscaping, Layout and Scale for “Phases 1 & 2” and the “Strategic Landscaping” element at the boundaries of the site
Land south-east of Junction 17 of M4 Motorway, Kington Langley, Nr Chippenham, Wiltshire
For St Modwen Developments

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

However, they did wish to place on record again that they felt that the whole issue of development around the Junction 17 M4 Motorway junction should be considered in terms of an overall Policy Framework rather than developer led piecemeal planning applications needing to be considered.

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

Planning General: The Council noted the following decision:

- a) 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 **Approved with Conditions 6th September 2019**

- b) 19/06568/FUL
Proposed Alterations to Outbuilding
Hardinge Farm, Scotland Hill, Upper Seagry, Wiltshire SN15 5HA
For Mr & Mrs R Scrope **Approved with Conditions 12th September 2019**
- c) 19/06754/LBC
Proposed Alterations to Outbuilding
Hardinge Farm, Scotland Hill, Upper Seagry, Wiltshire SN15 5HA
For Mr & Mrs R Scrope **Approved with Conditions 12th September 2019**
- d) 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 **Approved with Conditions 7th October 2019**

52/19 FINANCE

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

a) **Payments:**

Black Nova Designs Gov.uk domain renewal Inv BND-4073	£ 48.00
Mr R Tucker. Grass cutting Inv 07 03.11.19	£ 45.00
Mr R Tucker. Grass cutting allotments Inv 07 03.11.19	£ 10.00

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

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

Wiltshire Council. Parish Precept 19/20 Tranche 2. 23.09.19	£ 7,500.00
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c) **Bank Account Balance/s:** The Council noted the following Balance:

Lloyds Account No. 00454316 31 st October 2019	£ 29,913.72
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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

53/19 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 visits on 1st and 29th October 2019. Further visits were scheduled for 26th November 2019 and 7th January 2020. **(noted)** The Council noted receipt of Cllr Wayman's Local Highways September and October 2019 Newsletters and attachments. **(noted)**
- b) **Rights of Way:** general issues in regards to Public Footpaths and Bridleways within the Parish. Cllr M Barber reported that with assistance he was producing the 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.
 - a) Council Members noted that Wiltshire Council had again offered the gully emptying/clearance services for low usage roads in Parishes. Cllr J H Crosland confirmed that he had reported local priorities. **(noted)**
 - b) Cllr J H Crosland reported that the condition of the surface of Lower Seagry Road and onwards to the Church was now of dangerous concern, in real terms requiring complete resurfacing. This was an instance where Parish Steward pothole repairing was inadequate and **the Council agreed that this was an issue that should be directed to CATG to be considered as part of their high priority capital project proposals.**

54/19 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 now been resolved. It was reported that a new Treasurer had been found. Mr B Zehetmayr had volunteered to take on the role. There was now a need to find a new Secretary as the existing Secretary was retiring. **(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 Monday 7th October 2019 in The Neeld Hall, Chippenham. The next Area Board meeting was scheduled for

Monday 16th December 2019 11.00am start at Chippenham Borough Lands Charity, Jubilee Building, Market Place, Chippenham. A rescheduled Area Board Meeting would take place on Monday 27th April 2020 at 7.00pm in The Neeld Hall, Chippenham. A Chippenham Community Area Parish Forum was held on Wednesday 23rd October 2019 in The St Mary Magdalene Church, The Street, Hullavington. The topic for the evening had been Cyber Crime. Cllr M Barber and Cllr J H Crosland had attended. The next Forum meeting was scheduled for 18th December 2019 at 7.30pm in St Peter's Church Meeting Room, Lordsmead, Chippenham when seasonal refreshments would be available. It was hoped that the Council could be represented and Cllr M Barber indicated that he would attend. (noted)

- p) **Parochial Church Council:** There was no update. (noted)
- q) **Seagry Neighbourhood Plan:** Mr B Zehetmayr reported that the Neighbourhood Plan Examiner had prepared a draft report and had request comment. Some minor changes had been suggested that were being addressed. There had been comment that some of the Policy content was already covered by Wiltshire Council's own Policies and that perhaps they could become "aspirations" in the Plan. A Signpost article had been prepared to update Parishioners. As previously reported 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 would be a Seagry Neighbourhood Plan update article submitted for the next edition. There were difficulties in submitting Council articles as editorial submission dates were prior to Council Meetings that meant any submissions were well out of date when published. (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 agreed in principle to purchase and install the mobile Elancity Evolis Radar Speed Sign/Device and required removable fixing poles. The Council had subsequently been advised that an AutoSpeedwatch tool that could make Speedwatch easier, safer and more efficient was now available. The general locations for SIDS needed to be agreed with Wiltshire Highways, subject to exact positions being agreed with an on-site meeting. Wiltshire Council could install the removable fixing poles at Parish Council expense. It was envisaged that CIL funds could assist with the funding. At the present time Wiltshire Police and Wiltshire Highways were still considering whether they would allow the AutoSpeedwatch tool to be used. This particularly related to the collection and recording of data. It was reported that some neighbouring Councils, already running successful Community Speedwatch Teams, had decided that they could collate the data and provide evidence in a similar manner to the existing arrangements with the Police.

Following consideration, **the Council agreed that** before proceeding with the Elancity Evolis Radar Speed Sign/Device purchase there was a need to confirm the need for the device based on factual evidence. With this in mind **the Council agreed to** proceed with the purchase of the AutoSpeedwatch tool. Before doing so there was a need to reach agreement with Wiltshire Council on positions and costs and also confirm that a Volunteer Community Speedwatch Team could be formed to carry out the necessary functions. This may involve training in the use of the speed gun and developing a scheme before the AutoSpeedwatch tool could be used. Cllr M Barber advised that the Friends of the Primary School had indicated their willingness to take part. There was a need to make progress at local level before proceeding with the purchase. **(noted)**

55/19 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 Group had met on the 16th October 2019 in St Margaret's Hall, Bradford on Avon. The Agenda had been published and circulated to Council Members. The next Meeting was scheduled for 11th December 2019 at the Wiltshire Air Ambulance Base, Melksham. **(noted)**
- b) Local Government Boundary Commission. The Council had been notified that a Consultation on the Wiltshire Council Division Boundaries had begun with final recommendations expected in July 2019 coming into effect at the local elections in May 2021. The Council had submitted representations that they wished to stay in the Kington Division rather than any parts being incorporated into any other Divisions. The Boundary Commission had now published their final recommendations and following Parliament approval, there were changes proposed to the boundaries of 89 of the 98 Divisions. This would not affect Seagry Parish, as they were to remain in the Kington Division. **(noted)**
- c) Member Training. The WALC Training Officer had advised that they were now taking bookings for early 2020 for sessions of 2 hours in length (Monday-Thursday) evenings. Charges were dependent on attendance numbers. Members were advised that Kington St Michael PC were considering holding a session and **the Council agreed that** it would be sensible to attend this when announced.
- d) 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. The Council had agreed to submit observations that no changes should be made with the status quo retained. Following the Boundary Commission decision. Wiltshire Council would now proceed to review the consequential impacts to Parishes. If changes were proposed in any review there would be a formal consultation period but unless neighbouring Parish Councils had requested any changes involving the boundaries of Seagry Parish it was unlikely any changes would be proposed. **(noted)**
- e) Keep Britain Tidy-Fight Back Against Dog Fouling. The Council had been notified that the dark nights bring dark dog owner behaviour, increasing incidents of dog fouling. An award winning solution had been offered. **The Council agreed that** no further action would be taken.
- f) Wiltshire Council-Our Community Matters. The Council had been notified of an Online Survey to inform Wiltshire Council of local needs to influence policies through the Joint Strategic Needs Assessment and Area Boards. Council

Members had been notified and circulated with the details and could have submitted individual responses. The Survey had ended on 13th October 2019.

- g) Goss Croft Hall Pond - Safety. The question of ownership of the pond and potential liability had been raised at the last Council Meeting. Following investigation it had been confirmed that the Goss Croft Hall owned the Pond and there was no further action for the Council to take. **(noted)**
- h) Wiltshire Housing Site Allocations Plan – Consultation on Further Modifications. Wiltshire Council had advised that a 6-week Consultation commenced on Thursday 12th September and ended on Friday 25th October 2019. Council Members had been notified and circulated with the details and could have submitted individual responses. **(noted)**
- i) Wiltshire Council - Briefing Note No 19-025. The Council noted receipt of a Briefing Note in regards to the Changes to Code of Conduct Complaints. Council Members would need to be mindful of the changes and implications. **(noted)**
- j) Fly Tipping. The Chippenham Area Board had funded the provision of signs to deter Fly Tipping. There was a need to erect signs at “hot spots” and inform Wiltshire Councillor H Greenman of the locations of erected signage. The Council felt that areas along Scotland Hill suffered mostly and asked Cllr A Ball to erect signs in suitable locations. **(noted)**
- k) Wiltshire Council - Briefing Note No 19-026. The Council noted receipt of a Briefing Note in regards to the Wiltshire Housing Site Allocations Plan Consultation. **(noted)**
- l) Wiltshire Council - Briefing Note No 19-026(27). The Council noted receipt of a Briefing Note in regards to the new Mental Health Campaign. **(noted)**
- m) Wiltshire Council - Briefing Note No 19-028. The Council noted receipt of a Briefing Note in regards to the Carers in Wiltshire Joint Strategy 2017-22. **(noted)**
- n) Wessex Flood Warden Newsletter (Oct 19). Council Members had received a copy of the latest Environment Agency online Newsletter. **(noted)**
- o) Speed Sign/Device. Minute 54/19 (x) refers. **(noted)**
- p) SID Deployment. Wiltshire Council had recently provided a revised SID Deployment Criteria Note for local Town and Parish Councils. The Council was advised that Wiltshire Council was continuing to explore options to allow volunteers to receive appropriate training in lieu of the need to have Streetworks Accreditation. **(noted)**
- q) Wiltshire Council - Briefing Note No 19-030. The Council noted receipt of a Briefing Note in regards to a Targeting Fly-tippers Campaign that rewards anyone who reports tipping that results in a successful prosecution. **(noted)**
- r) Wiltshire Council - Briefing Note No 19-031. The Council noted receipt of a Briefing Note in regards to the Chippenham BID Renewal Ballot (Oct 2019). **(noted)**
- s) WiltshireOnline – High Speed Broadband – Gigaclear. The Council was aware that Mr Christopher Morris had taken over the role of Community Engagement Manager. Cllr M Barber had contacted him on the project as it affected the Parish. Particular concerns related to the abandonment of works in Lower Seagry that had commenced but had stopped as road closure/work permits issued had expired and there was a need to renew them. This was particularly frustrating as it had been hoped that all works in the Parish would have been completed in 2019. **(noted)**
- t) Rural Community Energy Fund – Applicant’s Workshop. The Council had been notified of a free event to help communities develop their own local clean and renewable sources of energy generation to be held on Monday 25th November 2019 5.30pm to 7.30pm, in the Council Chamber, Monkton Park Offices. There was a need to reserve places **(noted)**

- u) NALC - Neighbourhood Planning & Community Health and Well-being. The Council noted receipt of a Briefing Note in regards to the use of CIL Funds and Neighbourhood Planning to improve Community Health and Well-being. **(noted)**
- v) NALC - Good Councillors Guidance-Transport Planning. The Council noted receipt of a Good Councillors Guide on Transport Planning. **(noted)**
- w) NALC - CIL Guide. The Council noted receipt of a Guide on Community Infrastructure Levy collection and use. **(noted)**
- x) WALC – Developing Chairing Skills. The Council had been advised that following the “sell out” session earlier this year WALC were running a similar event on Friday 17th January 2020, 9.00/9.30am to 4.00pm at Royal Wootton Bassett Rugby Club. Places need to be booked as soon as possible. **(noted)**
- y) Wiltshire Council £75 million Infrastructure Bid. Council Members had been circulated with a press release relating to the Wiltshire Council £75 million infrastructure funding bid to Government to support the potential long-term growth of Chippenham that had suggested would be used to build a new road to the east and south of Chippenham, linking the A350 at the northern and southern ends and as a consequence unlocking development land. This had attracted adverse comment and some affected Parish Councils had received a communication from Bremhill Parish Council. Notification had now been received that the £75m HIF Bid had been successful. Bremhill Parish Council had again contacted Parish Councils and advised that following representations the Wiltshire Council Director responsible for the bid would attend the Calne Area Board Meeting to be held on 12th November 2019, 6.00pm in Calne Library to brief all parties and answer questions. **(noted)**
- z) Wiltshire Council - Briefing Note No 19-035. The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Foundation Surviving Winter Fund and Warm and Safe. **(noted)**
- aa) WALC – AGM. The Council had been notified that the WALC AGM would be held on Wednesday 4th December 2019 at 7.00pm at their Offices, Unit C2 Beacon Business Centre, Hopton Park, Devizes SN10 2EY. The Guest Speaker’s topic for the evening would be Wiltshire Council’s Service Devolution & Asset Transfer. **(noted)**

60/19 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

The Council would be considering their 2020-2021 budget at the 14th January 2020 Council Meeting in order to set the Council Precept for the year to advise Wiltshire Council. Members were requested to consider any budget growth or budget reduction proposals during the interim period and to advise the Clerk of any suggestions by mid-December so that the budget option template could include the suggestions showing the potential impact on the proposed budget. For Members assistance a copy of last year’s budget options and final approved budget was circulated together with a draft Receipts & Payments spreadsheet to date. **(noted)**

There were no further issues raised.

61/19 DATE OF NEXT MEETING

The date of the next Council Meeting was scheduled for 7.30pm, **Tuesday 14th January 2020** in The Goss Croft Hall. However, Members noted that **Tuesday 10th December 2019** was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **14th January 2020**