

# SEAGRY PARISH COUNCIL

## DRAFT MINUTES

### Council Meeting

held at 7.30pm

The Small Room, Goss Croft Hall, Upper Seagry SN15 5HD

14<sup>th</sup> March 2023

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: 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**

There were no Questions raised.

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

There were no Reports.

#### **70/22 APOLOGIES FOR ABSENCE**

Apologies were received from Wiltshire Councillor H Greenman.

#### **71/22 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 9<sup>th</sup> November 2021) and Standing Orders (Adopted 12<sup>th</sup> May 2015)**

There were no Declarations of Interests.

#### **72/22 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 17<sup>th</sup> January 2023. **Cllr M Barber proposed, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY**

#### **73/22 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. Representations were received from Mrs D Short, Mr M Foot and Mrs B Foot as interested parties in regards to application PL/2023/01700.

- a) PL/2023/01175 – Removal or Variation of a Condition  
Variation of Condition 2 of Ref: 17/08077/FUL “Change of Use of Existing Annex to New Self-Contained Dwelling and Associated Alterations”  
The Barn, T Junction at Coach House, Upper Seagry SN15 5EX  
For Mr & Mrs Barker

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

**Cllr Emma Sorrell proposed, Cllr K Taylor seconded and RESOLVED UNANIMOUSLY**

- b) PL/2023/01700 – Householder Application  
Proposed Extensions for a Self-Contained Annexe to form Ancillary Accommodation to Dwelling House  
Hobarts Cottage, 12 Lower Seagry, Nr Chippenham, Wiltshire SN15 5EP  
For Mr Manuel Pineropaz

Following consideration of the application **the Council resolved to raise objections to the proposals.**

In considering the proposals the Council was mindful of planning application PL/2022/05598 and their previous views submitted to Wiltshire Council on the 7<sup>th</sup> September 2022. The Council understood that the applicant had withdrawn that application and had re-submitted this reduced size scheme. Sadly, the Council was still unable to support the amended proposals and recommended refusal.

The application referred again to being an “annexe to form ancillary accommodation” but the proposals were tantamount to the erection of a new dwelling as the accommodation intended would produce a self-contained unit, within the countryside contrary to National, Local Plan and importantly Neighbourhood Plan Policy. Notwithstanding the Council being against the principle of creating a new dwelling in this location in Lower Seagry, there remained detailed issues that concerned the Council.

They believed that this large built footprint, albeit now suggested as single-storey, was an over-development of the site, being of significant scale sited at high ground level, with an imposing character that produced a detrimental impact on the street scene by removing the open aspect that existed. In doing so it still overshadowed the existing property and neighbouring property.

As before, the Council acknowledged the reasons given to support the application. However, the Council’s view was that the requirements could be met by extending the existing dwelling in a more sympathetic manner creating self-contained accommodation that was genuinely ancillary to the host dwelling.

There was no internal connection between the host dwelling and the annexe, in fact it had its own front door on the side elevation. The proposal also seemed excessive to meet the suggested requirements with two bedrooms being proposed.

In reality this created a six bedroom property and the Council felt that this overall was excessive and that if an existing bedroom was used for family care assistance

the annexe could be limited to one bedroom, properly integrated with the existing house.

The Council felt that the proposal alongside the increase in car spaces would create a hard landscape in the street picture removing the open character that existed and that much smaller single storey accommodation set further back in the site would be more appropriate.

The Council would again recommend that the application be refused. However, should Wiltshire Council be considering a favourable decision then it would be essential that an enforceable planning condition be included on any permission given that covered the issues of ownership and occupation so that the “annexe” remained ancillary to the host dwelling and the ownership remained with that dwelling.

**Cllr J H Crosland proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**

There were no further planning applications considered.

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

- a) PL/2022/08284 – Full Planning Application  
Proposed Holiday Let and Solar Panels  
Hardinge House, Scotland Hill, Upper Seagry SN15 5HA  
For Mr & Mrs Richard Scrope **Approved with Conditions 1<sup>st</sup> March 2023**
- b) PL/2022/09344 – Listed Building Consent  
Proposed Single Storey Extension, Re-configure Lean-to Roof for Flat Roof & Conversion of Part Adjacent Outbuilding  
Hardinge House, Scotland Hill, Upper Seagry SN15 5HA  
For Mr & Mrs Richard Scrope **Approved with Conditions 7<sup>th</sup> February 2023**
- c) PL/2022/08226 – Full Planning Application  
Change of Use of Agricultural Building to B8 (General Storage and Distribution) Use  
Birdlands, Seagry Heath, Great Somerford, Nr Chippenham SN15 5EN  
For Mrs Webber **Approved with Conditions 6<sup>th</sup> February 2023**
- d) PL/2022/05598 – Householder Application  
Proposed Self-Contained Annexe to form Ancillary Accommodation to Dwelling House  
Hobarts Cottage, 12 Lower Seagry, Nr Chippenham, Wiltshire SN15 5EP  
For Mr Manuel Pineropaz **Withdrawn by Applicant 28<sup>th</sup> February 2023**
- e) Enforcement Matters. The Council was advised that there had been no change in circumstances since the Council last met and the matters remained outstanding.  
**(noted)**

#### **74/22 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.

|  |            |
|--|------------|
| Mr V A Vines. Salary + HMRC PAYE Year 2022-2023              | £ 3,516.24 |
| Mr V A Vines. Expenses Claim Year 2022-2023                  | £ 797.19   |
| Wiltshire Council. Inv 90437023. LHFIF Contribution 27.02.23 | £ 625.00   |
| Information Commissioner. Data Protection Renewal fee 23/24  | £ 40.00    |

**Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**

- b) **Payments made since last Meeting:** There had been no Payments made since the last Council Meeting. **(noted)**
- c) **Receipts:** 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 28<sup>th</sup> February 2023 £ 40,182.36

- e) **Council Budget 2023-2024:**

The Council considered and approved their Budget at the last Council Meeting and set their Precept Requirement. A copy of the Budget was circulated for information. **(noted)**

## 75/22 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. Parish Steward visits had been scheduled for 8<sup>th</sup> February and 8<sup>th</sup> March 2023. There was a suggestion that the Parish Steward may soon retire. **(noted)**
- b) **Rights of Way:** There were no matters raised. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- i) HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. There had been no further progress on site meeting arrangements and further pressure was required on Wiltshire Highways, and by involving the local Member of Parliament. **(noted)**.
  - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The above Minute (i) above refers. **(noted)**
  - iii) Provision of Additional salt/grit bins. There was no update. A new provision near the School entrance remained a priority. **(noted)**
  - iv) Village Entrance Gates. There was no update, A later Agenda item referred to the provision of Gates. **(noted)**

## 76/22 STANDING ITEMS

- a) **Recreation Ground:** Cllr M Barber provided a brief update on the issue relating to off road parking/dropping off difficulties in relation to the School. Discussions had continued between parties and potential solutions had been found. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** There was concern in regards to an area of road flooding on the highway bend near to Seagry Court towards the Seagry Road junction. An assessment was required as to the cause and solutions found. **(noted)**
- d) **Parish/Community Website/Social Media:** There were 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 when required. **(noted)**
- i) **Council Code of Conduct:** The Council had agreed to review all Policies when required. **(noted)**
- j) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies when required. **(noted)**
- k) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies when required. **(noted)**
- l) **Seagry Spitfire Memorial:** Agreement had been reached on the position of the gifted bench and Cllr N Hutton would be assisting with the on-site works. **(noted)**
- m) **Goss Croft Hall:** There remained a need for the replacement main entrance gates to be installed following the accidental damage. **(noted)**
- n) **Allotments:** There was no update. **(noted)**
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on the 16<sup>th</sup> January 2023 at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next Meeting had been scheduled for Monday 13<sup>th</sup> March 2023 at 6.30pm at North Wraxall Community Hall, North/Upper Wraxall SN14 7AF. The Council would be notified of the next Parish Forum Meeting date when scheduled **(noted)**
- p) **Parochial Church Council:** Cllr J H Crosland advised that the PPC were holding their Annual General Meeting on the 19<sup>th</sup> April 2023. **(noted)**
- q) **Seagry Neighbourhood Plan:** The Council had agreed that they should monitor and review the adopted Neighbourhood Plan each year. Cllr K Taylor updated

the Council on progress and a recent meeting with the Wiltshire Link Officer that had advised that the minor change being suggested to clarify the significant gaps policy was now being considered as a moderate change that would require a complete review of the adopted NPlan. Initial thought was that to go through the complete NPlanning procedure for such a minor clarification of the policy was a step too far and that there was a need to seek advice on whether this was necessary. The original consultants, Place Studio, would be asked for their thoughts. The matter would be considered further at the next Council Meeting. **(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:** Cllr A Ball agreed to submit an article on Parish Council matters. **(noted)**
- v) **Seagry Community Forum:** There was no update. **(noted)**
- w) **Community Speedwatch (CSW):** There still remained issues to resolve in regards to the Highway Survey and Highway Assessment. The CSW Team volunteers were registered for training and Police clearance. **(noted)**
- x) **Defibrillator Project:** The S W Ambulance Trust Training Session would still need to be arranged and a potential date would be considered at the Annual Parish Meeting. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

## **77/22 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. **(noted)**
- b) **Speed Identification Devices (SIDs).** There had been no change in circumstances since the last Council Meeting. However, with progress being made with the CSW Team **it was agreed that** the SID device would now be ordered.
- c) **Community Speedwatch Team.** The volunteer team and leader details have been provided to Wiltshire Police for the vetting procedures and training had begun. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting was held on the 19<sup>th</sup> January 2023. The next Meeting was scheduled for Thursday 30<sup>th</sup> March 2023 at the Melksham Without PC, Community Campus, Market Place, Melksham SN12 6ES at 9.30am. It is possible to attend using Microsoft Teams. **(noted)**

- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 24<sup>th</sup> January 2023. Prior to the Meeting a LHFIG Chairs update note had been received regarding performance and the 22/23 uncommitted funds being rolled over to 23/24. The Note Tracker/Draft Minutes from the Meeting had been received. The next Meeting was scheduled for 25<sup>th</sup> April 2023 at 10.00am in the Langley Room, Monkton Park Council Offices. There was no hybrid option on this occasion. **(noted)**
- f) **Wiltshire Council - Briefing Note 23-01.** The Council noted receipt of a Briefing Note in regards to the Use of Council-owned Land for Environmental Mitigation. Wiltshire Council, in its capacity as landowner, was considering the best way to make use of its land to assist with environmental mitigation. The Parish Council would need to investigate if there were any areas of Wiltshire owned land that might be suitable. **(noted)**
- g) **CPRE Wiltshire – Best Kept Village Competition 2023.** The Council had received notification and an invitation to enter this year's Competition. The entry deadline would be 21<sup>st</sup> April 2023. The Council had not entered the 2022 Competition. **The Council considered and agreed that** the matter would be raised at the Annual Parish Meeting to gauge local interest.
- h) **His Majesty King Charles III – Coronation Celebration.** Cllr M Barber updated the Council and advised that a Committee had now been formed and had decided to replicate the organisation of successful Jubilee Celebrations. The event would take place on Sunday 7<sup>th</sup> May 2023. There was a need for financial support towards the local celebrations and **the Council agreed that** a £1,000.00 Section 137 grant should be provided.
- i) **Bench Donation.** The Council was advised that a suitable site had been agreed near to the Spitfire Memorial and installation would take place soon. **(noted)**
- j) **Wiltshire Council - Briefing Note 23-03.** The Council had received a Briefing Note in regards to the End of COVID-19 Booster Vaccine Campaign. **(noted)**
- k) **Wiltshire Council - Briefing Note 23-04.** The Council had received a Briefing Note in regards to the Community Governance Review-Consultation. There were no issues that affected this Parish. **(noted)**
- l) **Village Gateways.** The Council had received details from a local manufacturer who had provided details for consideration. The Council had previously considered Gateways as a traffic calming option. The matter was deferred for further consideration following the receipt of potential costs. **(noted)**
- m) **Census 2021.** The results of the Census were available. Members were circulated with the information and the online links to the information. **(noted)**
- n) **Great British Spring Clean 2023.** Keep Britain Tidy had advised the Council that this year's mass action campaign would take place from 17<sup>th</sup> March to 2<sup>nd</sup> April 2023. The matter would be raised at the Annual Parish Meeting to ascertain interest. The availability of equipment would be checked with Wiltshire Council. **(noted)**
- o) **Wiltshire Council - Briefing Note 23-06.** The Council had received a Briefing Note in regards to the Wiltshire School Places Strategy 2023-2027. **(noted)**

- p) **Wiltshire Council - Briefing Note 23-07.** The Council had received a Briefing Note in regards to the Government Energy Support Schemes Update. **(noted)**

**78/22 ANNUAL PARISH MEETING 2023:**

The Annual Parish Meeting was originally scheduled for Tuesday 11th April 2023 at 7.30pm. However it was considered that this date was too near to publicise adequately and **the Council agreed to change the date to Tuesday 25<sup>th</sup> April 2023 at 7.30pm.** The venue would be further considered and publicised.

There was a legal requirement to hold the Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June each year and 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 2023-2024 information. The opportunity would also be given for Reports from Local Organisations, Parish Council Sub-Groups or Committees and the Wiltshire Council Member. The remainder of the Agenda could be flexible and was in the hands of Parishioners in attendance. **(noted)**

**79/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

**80/22 DATE OF NEXT MEETING**

The Annual Council Meeting was scheduled for **7.30pm, Tuesday 9<sup>th</sup> May 2023 at 7.30pm** to be followed by a Full Council Meeting. Both are to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 11<sup>th</sup> April 2023 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **9<sup>th</sup> May 2023**