

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

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

17th January 2023

Present: Cllr M Barber (Chairman), Cllr A Ball, 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.

61/22 APOLOGIES FOR ABSENCE

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

62/22 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.

63/22 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 8th November 2022. **Cllr K Taylor proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Council Planning Meeting held 13th December 2022. **Cllr K Taylor proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**

64/22 PLANNING

Planning Applications:

There were no 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/2022/06882 – Householder Application
Demolish Existing Garage and Build New Detached Garage with Home Officer over
42 Henn Lane, Upper Seagry, Nr Chippenham SN15 5HA
For Mr & Mrs Naughton **Approved with Conditions 9th December 2022**
- b) 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)**

65/22 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.

Black Nova Designs. Website hosting 23/24	Inv BND-14255	03.01.23	£	72.00
Dauntsey PC. Leander highway fingerpost sign.	Inv 01	04.01.23	£	2,811.00
Dauntsey PC. SID installation posts and signs	Inv 02	04.01.23	£	777.20
Signpost Magazine. Section 137 Grant.			£	150.00
Place Studio Ltd. N Plan update support.	Inv 6027	16.01.23	£	112.08

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

- b) **Payments made since last Meeting:** The Council noted Payments that had been made since the last Council Meeting. **(noted)**

Public Works Loan Board. Direct Debit		30.11.22	£	2,601.16
Community First Trading. Zurich Insurance Renewal 22/23	02.12.22	£	257.63	
Goss Croft Hall. Allotments water supply 2022.		05.12.22	£	92.02
Mr R Vivash. Footpath signage. Reimbursement of costs		05.12.22	£	31.33

- 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	30 th December 2022	£	43,992.56
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- e) **Council Budget, Budget Proposals and Precept for Year 2023-2024:**

The Council considered Budget proposals for Year 2023-2024 together with background advice in regards to 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 2023. 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 continuing 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 LHFIG financial support for local projects.

The Council had set the Precept for Year 2022-2023 at £19,400.00. The Clerk provided a 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 172.21 to 172.07 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 slightly increase the Precept this year. **It was agreed to request a Precept requirement of £20,500.00 for the next Council Year.**

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

66/22 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. Since the Council had last met Parish Steward visits had taken place on 15th November and 12th December 2022 and 11th January 2023. Future visits were scheduled for 8th February and 8th March 2023. **(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 in regards to the reinstatement of damage to Henn Lane and surrounding areas. The Council had written to Wiltshire Highways and received an unsatisfactory response, although an indication had been given that they were willing to inspect again. With this in mind **the Council agreed to ask** for a site meeting and beforehand a new list of issues would be prepared.
 - 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 was a priority. **(noted)**

- iv) **Village Entrance Gates.** Cllr A Ball reported that the work was in hand but of a lower priority than some that required more urgent attention. **(noted)**

53/22 STANDING ITEMS

- a) **Recreation Ground:** The Council had been advised of an issue relating to off road parking/dropping off difficulties in relation to the School. Discussions on the future were continuing and the Parish Council would assist when required. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** There was concern in regards to an area of gateway road flooding on Startley Road, possibly caused by a blocked culvert/pipe. Cllr N Hutton agreed to approach the landowner's estate manager to ascertain if remedial work was planned. **(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:** There was no update. **(noted)**
- m) **Goss Croft Hall:** There was no update. **(noted)**
- n) **Allotments:** There was no update. **(noted)**
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board Meeting scheduled for Monday 12th December 2022 had been cancelled due to inclement weather. The re-arranged date had been 16th January 2023 at 7.00pm at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The Council would be notified of the next Parish Forum Meeting date when scheduled **(noted)**
- p) **Parochial Church Council:** There was no report. **(noted)**

- q) **Seagry Neighbourhood Plan:** The Council had agreed that they should monitor and review the adopted Neighbourhood Plan. It had been agreed that Cllr K Taylor would lead on the project and in conjunction with the Clerk instructions had been given to Place Studios, the original consultants, to assist. The updated version had now been received (Pages 30 and 31 referred). The proposals had been forwarded to the Wiltshire Council Link Officer for assistance and advice on how next to proceed. **(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 as the survey figures provided indicated that a decrease in speed limit was unlikely and if this was the case then other traffic calming methods would need investigating. The matters would continue to be raised with Wiltshire Highways and LHFIG as there seemed little logic behind the conclusions. However, permission had now been given to form a CSW Team and there was now a need to register the volunteers for training and Police clearance. Cllr M Barber reported on Police attendance during December 2022. The Clerk would contact Biddestone Parish Council to ascertain the process they followed to achieve their traffic calming and speed reductions. **(noted)**
- x) **Defibrillator Project:** The S W Ambulance Trust Training Session would still need to be arranged and a potential date during March would be convenient. The possibility of a joint event in the Goss Croft Hall would be investigated. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

67/22 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, although a CSW Team could now be registered. **(noted)**
- b) **Speed Identification Devices (SIDs).** There had been no change in circumstances since the last Council Meeting, although a CSW Team could now be registered. The fixing posts, signs etc had now been purchased. **(noted)**
- c) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 24th November 2022 at Melksham Community Campus and by Microsoft Teams. The Council was always invited to attend and to raise any local concerns and a Briefing Note from the Portfolio Holder for Flooding had been received. The date of the next Meeting would be advised. **(noted)**

- d) **Chippenham Local Highway and Footpath Group (LHFIG).** The date of the next LHFIG Meeting was scheduled for 24th January 2023 at 10.00am using Microsoft Teams. The Agenda for the Meeting had been received and circulated. Cllr N Hutton indicated that he would be unable to attend and Cllr M Barber would attend as a substitute. **(noted)**
- e) **Highway Fingerpost Direction Sign.** The new cast metal replacement with Platinum Jubilee finial had now been erected and favourable comments from Parishioners had been received. **(noted)**
- f) **Signpost Magazine-Section 137 Grant.** The Council had considered annually and previously agreed to financially support the production of The Signpost delivered free to every household in 6 villages, including Seagry. The Council had been advised that there was now a print-run of over 1000 copies per month and with rising costs, for the first time, they were running at a deficit. Following consideration **the Council agreed to give a donation of £150.00. Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**
- g) **Election Costs.** Wiltshire Council had advised that it would intend to recover administration costs from May 2025. (The next Full Council Election date). There would be costs associated for contested and uncontested elections and also any by-elections occurring during the lifetime of a Council. An indication of potential charges at today's date was provided. **(noted)**
- h) **His Majesty King Charles III – Coronation Celebration.** Council Members were aware that the Coronation would take place on Saturday 6th May 2023 and that Monday 8th May 2023 would be an additional UK-wide Bank Holiday. The Council had provided financial support towards local celebrations for the Late Queen's Platinum Jubilee 2022 **and agreed that should any Village event be planned it would provide support.**

68/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- a) The Clerk reported that a Parishioner had contacted the Council advising that he and his wife would very much like to donate a wooden bench to the village so that it could be enjoyed by all passers-by as a welcome respite during a walk. He had advised that he and his wife would ensure the upkeep on a regular basis. They had asked that it be located adjacent to the Spitfire Memorial on the grass towards the entrance road to Seagry Mill allowing it to be enjoyed by both Upper and Lower Seagry residents. **The Council welcomed the offer and agreed with the principle** but being mindful of any difficulties that could occur with the maintenance of the whole area asked that final siting details be agreed with Cllr J H Crosland.

There were no further issues raised.

69/22 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Tuesday 14th March 2023** to be held in the Goss Croft Hall. Members noted that **Tuesday 14th February 2023** was scheduled for a Planning Meeting and Notice would be given if this Meeting was required. The possibilities of holding a Zoom Meeting would be considered nearer the date.

Signed:

Date: **14th March 2023**