

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.45pm

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

17th May 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: 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

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

11/22 APOLOGIES FOR ABSENCE

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

12/22 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.

13/22 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 March 2022. **Cllr K Taylor proposed, seconded Cllr Emma Sorrell and RESOLVED UNANIMOUSLY**
- b) The Council received, approved and signed as a true record the Minutes of the Parish Council Planning Meeting held 12th April 2022. **Cllr K Taylor proposed, seconded Cllr Emma Sorrell and RESOLVED UNANIMOUSLY**

14/22 REGULARISATION OF PARISH COUNCIL MEETING/S

Council Members were aware that following concerns expressed by some Members in regards to Covid-19, properly publicised virtual Meetings had been necessary to continue Full Council business on the 14th September 2021, 9th November 2021, 14th December 2021, 11th January 2022 and 8th March 2022. Council Planning Meetings had also been held on 12th October 2021, 15th February 2022 and 12th April 2022. Council Members had agreed that all decisions taken would be regularised at the first available face-to-face Meeting. The Council re-confirmed all decisions made. **Cllr A Ball proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**

15/22 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity was given for Applicants and their Representatives and any other interested parties to address the Council. There were Representations received from two interested parties and the views expressed were taken into consideration during the decision making process.

- a) PL/2022/03057 – Householder Application
Reconfiguration/Reconstruction of First Floor Layout to Form 2 Additional Bedrooms together with Ground Floor Internal Reconfiguration to Rear Sherwood, Lower Seagry SN15 5EP
For Mr & Mrs Muir

Following consideration of the application **the Council resolved to advise Wiltshire Council that** the Council had no objections to the principle of extensions to existing dwellings within the Parish. However, in this instance the Council had concerns in regards to the scale, bulk and form of the development that was in a dominant position at the entrance to Lower Seagry, particularly overshadowing near neighbours to the east of the site. The characteristics of the existing previously extended dwelling was of a single-storey nature with converted roof space and was already dominant in the street scene because of land levels and albeit being a small-scale typical design it already overshadowed adjacent property.

A comparison between each existing elevation and proposed elevation clearly indicated the increase in overall scale and size and the detrimental impact this would have to individual property and the area in general. As an aside, the Council felt that the title of the planning application was not a true reflection of the proposal, which in real terms was a complete first floor extension changing the whole character and reflecting a new build house. Wiltshire Council would need to take a subjective view on whether the overall design concept was appropriate for this area, being completely out of character. The question to answer being, would it be acceptable if the proposal was for the demolition of the existing single-storey built form and its' replacement in a similar position with a large new dwelling of this design?

In asking this question the Parish Council was always mindful of the fact that when considering extensions to an existing dwelling those extensions should be subsidiary to the host dwelling, perhaps reflecting the character of the host and often showing the historic succession of built form. This proposal did not do this and in reality proposed a new development form of a larger scale, bulk and dominance also using different materials.

The dominating effect and overshadowing on the nearest property to the east at a lower land level was not truly reflected on the submitted larger scale site plans that did not show the overall picture. It appeared that the property to the east would also suffer from overlooking albeit that an obscure glazed window and roof light could be included in the proposal. Consequently, **the Council did not support this proposal** and sought the support of Wiltshire Council in sharing this view.

Cllr N Hutton proposed, Cllr R Barr 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/2021/08755 – Full Planning Permission
Erection of an Agricultural Building for Livestock and Machinery Storage and Associated Track
The Mount, Upper Seagry, Nr Chippenham, Wiltshire SN15 5EX
For Mr N Good **Approved with Conditions 19th April 2022**
- 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 **Approved with Conditions 26th April 2022**
- c) PL/2021/11339 – Householder Application
Erection of Glasshouse
30 Seagry House, A3 Area Boundary South C82 To Five Thorns Lane,
Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD
For Mrs Vanessa Buchan **Approved with Conditions 29th April 2022**
- d) Enforcement Matters. The Council was advised that there remained outstanding matters in regards to un-authorised development at Summers Barn, Five Thorns Lane, Upper Seagry. Wiltshire Council had advised that a planning application had been requested that was likely to include a Change of Use of the adjacent agricultural land. In regards to the car port at Oak Hill House, Upper Seagry the Council had been advised by Wiltshire Council that this was considered to be Permitted Development and no further action was to be taken. The Council queried this decision as it was clear that the car port was in front of the house building line on a highway frontage. The decision would be queried.

Council Members raised two further issues that required investigation being the agricultural access formed on Henn Lane and the non-compliance with planning conditions relating to the access drive at Hardens Farm. Both would be brought to Wiltshire Council's attention.

16/22 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 R Tucker. Grass cutting Inv 01	04.05.22	£	100.00
Mr R Tucker. Grass cutting allotments Inv 01	04.05.22	£	20.00
WALC. Subscription 22/23. Inv 22/23-200	01.04.22	£	137.44

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

b) **Payments made since last Meeting:** The Council noted that no Payments had been made since the last Council Meeting. (**noted**).

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

Wiltshire Council Parish Precept 22/23 Tranche 1. 25.04.22 £ 9,700.00

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

Lloyds Account No. 00454316 29th April 2022 £ 43,328.30

e) **Annual Governance and Accountability Return Year Ending 31st March 2022**

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carries out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2022. The Parish Council was within those limits, income being £19,290.00 and expenditure being £12,621.23.

In these circumstances **the Parish Council agreed to issue a Certificate of Exemption to the External Auditor, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales.**

A Receipts and Payments spreadsheet was presented at the Meeting for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out and no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2022 for approval and Annual Return documentation.

i) Accounts Year Ending 31st March 2022. The Council considered and approved the Annual Receipts and Payments Accounts.

ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.

iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2022 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

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

17/22 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. The dates of future Parish Steward visits were 31st May, 28th June, 26th July and 22nd August 2022. **(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. The Council had written to Wiltshire Highways on the 14th March 2022 in regards to the diverted traffic issues and awaited a formal response. The reinstatement of damage remained a major concern. The issue of HGV traffic from the transport depot in the neighbouring Parish remained unresolved and still needed to be addressed. There was a need to confirm the Operator/s so that contact could be made.
 - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The general verge damage as a result of the A429 diversion issues would need to be agreed with Wiltshire Council as part of the reinstatement works.
 - iii) Cllr J H Crosland continued to investigate the provision of additional salt/grit bins for the Parish. **(noted)**
 - iv) Village Entrance Gates. Cllr J H Crosland raised the issue of the dilapidated entrance gates and the need to carry out remedial works. **The Council agreed a budget of £50.00 towards the required work.**

18/22 STANDING ITEMS

- a) **Recreation Ground:** There were no issues raised. **(noted)**
- b) **Notice Boards:** A later Agenda item referred to the replacement of the existing notice boards. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised. **(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. **(noted)**

- i) **Council Code of Conduct:** The Council had agreed to review all Policies. (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:** Cllr J H Crosland made reference to small areas of rotten timber cladding requiring replacement. (noted)
- n) **Allotments:** Following discussions at the Annual Parish Meeting, it was clear that there had been no support for any increase in charges at the present time. The situation would be re-considered in 12 months time. (noted)
- o) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 14th March 2022. The next Area Board Meeting was scheduled for 13th June 2022 at 7.00pm in The Need Hall, Chippenham.. The Council would be notified of the next Parish Forum Meeting date when available. (noted)
- p) **Parochial Church Council:** There was no report. (noted)
- q) **Seagry Neighbourhood Plan:** The Neighbourhood Plan was now over a year old and was being used by planning applicants, the Parish Council and Wiltshire Council in the consideration of planning applications and decision-making. The Council had previously agreed that it was important that the Plan was monitored and reviewed. The Neighbourhood Plan had been produced through community consultation by a Steering Group, with the Council at arms length. The Council considered how they should monitor and review the adopted Neighbourhood Plan **and agreed that** the Steering Group should be asked to consider the matter and advise the Council on procedural matters.
- 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:** An article would be prepared and submitted for publication in the next edition. (noted)
- v) **Seagry Community Forum:** There was no update. (noted)
- w) **Community Speedwatch (CSW):** The Clerk reported that sufficient volunteers had agreed to form a Community Speedwatch Team. Wiltshire Police needed to register and carry out the non-police personnel vetting level 1 (NPPV1) requirement. Community Speedwatch now provided online training sessions. These could not be taken until the (EOI) form was completed. The Expression of Interest Form could only be completed and submitted if the required traffic survey had been conducted and the criteria reached for (CSW). The form was available by following an Internet link. <https://forms.office.com/r/T9hyJ64Sa5>

The Council considered this as a priority and the Clerk would submit the survey request to Wiltshire Council. **(noted)**

- x) **Defibrillator Project:** A convenient date and venue still needed to be agreed for the S W Ambulance Trust Training session. **(noted)**
- y) **Data Protection. GDPR:** There was no update required. **(noted)**

19/22 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).** The Clerk reported that there remained a need for Wiltshire Highways to give their formal approval for the 4 solar/fixing post positions. **(noted)**
- c) **Speed Identification Devices (SIDs).** The Council was advised that there was to be a pilot SID scheme run in the Salisbury Community Police Team (CPT) area over the next 3 months. Data from 9 Parishes would be collated and reviewed by the CSW Area Team Leader and CPT personnel to determine which areas needed attention and in what priority. Wiltshire Police were recruiting 3 Road Safety Officers (RSO's) who would be assigned to Swindon, Central and South Wiltshire. Their role was to liaise with communities on road safety issues and one RSO would be assigned to work specifically on the SID data pilot to agree minimum data requirements and how best to share information with Wiltshire Police. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Group Meeting was held on the 17th March 2022. The next was to be held on the 26th May 2022 10.00am to 12.00pm. The Council had received an invitation to attend and to raise any local concerns. The Meeting was to be a hybrid arrangement using Microsoft Teams and Monkton Park Council Offices **(noted)**
- e) **Queen's Platinum Jubilee 2022.** The Council had yet to agree a budget to support local initiatives being organised by the community. Following consideration **the Council agreed that** a budget not exceeding £1000.00 be made available towards the Queen's Platinum Jubilee Celebrations. **Cllr J H Crosland proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY**
- f) **Chippenham Local Highway and Footpath Group (LHFIG) (Formerly CATG).** LHFIG had met on the 19th April 2022. The Note Tracker for the Meeting had been circulated. On the 26th April 2022 the change in name had been adopted by Wiltshire Council alongside increased funding for community highway projects. **(noted)**
- g) **Highway Fingerpost Direction Sign.** The replacement fingerpost sign for the Upper Seagry "triangle" was on order. **(noted)**
- h) **Parish Council Database.** There was no up-date required. **(noted)**

- i) **Notice Boards.** The Council considered the replacement of both notice boards. Two options were circulated, being a colour coated aluminium and a man-made material option. Following consideration **the Council agreed to purchase a freestanding and wall hung version of the Parish Notice Board Co. 1500 x 1200mm size Classic design style in dark green, all access model with pin board interior. Cllr J H Crosland proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**
- j) **CPRE Wiltshire Best Kept Village Competition 2022.** The Council had agreed not to enter this year's Competition. Following discussions at the Annual Parish Meeting, it was clear that there had been no objection to this decision. **(noted)**
- k) **Matthew Hall (Student).** The Council had received a request from Matthew for Council Members to complete a questionnaire in regards to his dissertation on perceived democratic input on the current English Planning System. Council Members would respond.
- l) **Wiltshire Council Briefing Note 22-09.** The Council had received Briefing Note 22-09 in regards to the 5 Year Housing Land Supply and Housing Delivery Test. **(noted)**
- m) **Wiltshire Council Briefing Note 22-10.** The Council had received Briefing Note 22-10 in regards to the Electric Vehicle Charging Strategy etc. **(noted)**
- n) **Wiltshire Council Briefing Note 22-11.** The Council had received Briefing Note 22-11 in regards to the Solar Together Wiltshire homeowners group-buying scheme. **(noted)**
- o) **Community Policing.** The Council had received details of the updated Community Policing Model, Policing Teams and Contact information. **(noted)**

20/22 ANNUAL PARISH MEETING 2022

The Virtual Annual Parish Meeting had taken place on Tuesday 12th April 2022. Draft Minutes of the Meeting had been prepared and circulated. The Council would consider any actions required at forthcoming Council Meetings. **(noted)**

21/22 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

22/22 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Tuesday 12th July 2022.** However, Members noted that **Tuesday 14th June 2022** was scheduled for a Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **12th July 2022**