

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

12th March 2024

Present: Cllr M Barber (Chairman), Cllr R Barr (Vice Chairman), Cllr A Ball, Cllr Emma Sorrell and Cllr K Taylor.

Also Present: Wiltshire Councillor H Greenman, 7 members of the public (Ann Fentman, Steph Hammond, Pamela Ferguson, Sue Bond, Hayley Lobb, Ted Timberlake and Andrew Carnegie) 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

i) A Question was raised on behalf of a Broadlease Estate tenant in regards to a potential eviction notice received from GreensquareAccord. The personal circumstances and unfairness of the situation was stressed. The Parish Council could have only limited involvement but would do all they could to support the tenant on moral grounds if nothing else.

ii) A Question was raised in regards to highway flooding, particularly in the Hungerdown House and Seales Court areas. The Parish Council was well aware of these issues and had requested action from Wiltshire Highways. There were a number of associated reasons that needed resolving, including blocked and collapsed drains, and the high water table was a problem. It was understood that Wiltshire Highways were surveying the areas and hoping to find a solution.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman advised that there was no report on this occasion and that he was in the process of preparing his Annual Report for the Annual Parish Meeting scheduled for 16th April 2024. He also advised that he would be willing to intervene on issues relating to GreensquareAccord where possible.

There were no further Reports.

62/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J H Crosland and Cllr N Hutton.

63/23 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.

64/23 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 9th January 2024. **Cllr K Taylor proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

65/23 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) PL/2024/02160
Renewal of Approved Application PL/2021/07596 – Prior Approval under Class Q for Change of Use of Existing Agricultural Building to a Dwelling House with Associated Building Operations
Agricultural Storage Building at Nables Farm, Scotland Hill, Upper Seagry SN15 5HB
For Mr Andrew Jackson

Following consideration of the application **the Council resolved to** re-submit their observations made on the original application PL/2021/07596, advising that should the proposals fall within the Class Q Permitted Development Rights then the Council had no objections.

Cllr K Taylor proposed, Cllr M Barber 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/2023/09787 – Householder Planning Permission
Erection of a Single Storey Timber Garden Room
Hope Cottage, 8 Upper Seagry, Chippenham SN15 5EX
For Mr Nick Matthew **Approved with Conditions 23rd January 2024**
- b) PL/2023/10825 – Prior Approval Part 3 Class Q : Agricultural Buildings to Dwellinghouses Prior notification of a change of use from 1 No agricultural building to 1 No residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development
Church Farm, Lower Seagry, Chippenham, Wiltshire SN15 5EP
For Heather Waddington **Prior Approval Granted 1st February 2024**
- c) PL/2023/08390 – Full Planning Permission
Change of Use of an Existing Agricultural Building (former poultry shed, now used for agricultural storage purposes), to B8 Storage Use (for storage of cars)

Shed 1, Birdlands, Seagry Road, Great Somerford, Nr Chippenham, Wiltshire
SN15 5EN

For Mr Webber **Approved with Conditions 5th February 2024**

- d) PL/2024/01113 – Prior Notification-Building
Proposed Barn for Storage of Straw, Feed and Machinery
Trinity Farm, Lower Seagry, Nr Chippenham, Wiltshire SN15 5EP
For Mr David Biggins **Prior Approval Not Required 6th February 2024**
- e) PL/2023/06343 – Removal/Variation of Conditions
Removal of Condition 2 of 14/06814/VAR to allow independent residential
use without limitations
Woodmans Cottage, Upper Seagry, Chippenham Wiltshire SN15 5HB
For Mr Andrew Jackson **Refused 13th February 2024**
- f) PL/2023/06340 – Removal/Variation of Conditions
Removal of Condition 5 of N/05/00384/S73A to allow independent residential
use of Barn A without limitations
Oxen Cottage, Nables Farm, Scotland Hill, Upper Seagry SN15 5HB
For Mr Andrew Jackson **Refused 13th February 2024**
- g) PL/2023/06342 – Removal/Variation of Conditions
Removal of Conditions 3 and 4 of 18/05603/VAR to allow independent
residential use without limitations
The Anchorage, Upper Seagry, Chippenham, Wiltshire SN15 5HB
For Mr Andrew Jackson **Refused 13th February 2024**
- h) Enforcement Matters. There had been no change in circumstances since the last
Council Meeting. **(noted)**
- i) PL/2023/09202 – Removal/Variation of Conditions
Variation of Condition 2 of PL/2021/08755 “Erection of an Agricultural
Building for Livestock and Machinery Storage and Associated Track”
The Mount, Upper Seagry, Nr Chippenham, Wiltshire SN15 5EX
For Mr Nick Good

The application had been refused by the Development Control Committee on
the 27th February 2024. Cllr M Barber had represented the Parish Council at
the Meeting. The formal decision notice had yet to be received. **(noted)**

There were no further planning matters reported.

66/23 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 considered and approved the following Payments.

Landcare Tree Nursery. Crataegus tree purchase	15.02.24	£ 48.00*
Mr V A Vines. Clerks Salary incl HMRC PAYE. Year End	31.03.24	£ 3,516.24
Mr V A Vines. Clerks Expenses inc Audit etc Year End	31.03.24	£ 855.22

*reimbursement to Mr A Ball

Cllr Emma Sorrell proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY

- b) **Payments made since last Meeting:** The Council noted the following payment made since the last Council Meeting. **(noted)**

Steve Innes Plant Hire. Installation of SID posts. Inv 005/24 24.02.24 £ 960.00

- c) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting. **(noted)**

- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

Lloyds Account No. 00454316 29th February 2024 £ 41,182.75

- e) **Council Budget 2024-2025:**

The Council had 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)**

67/23 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 Parish Steward visits for the whole year had been advised, with the next being 5th/6th (part) March, 3rd/4th (part) April, 4th/5th (part) June 2024. There was a need for the Steward to assess the road edge damage near The Spitfire Memorial and if outside his scope of work to request the necessary action from the Highways Team. **(noted)**
- b) **Rights of Way:** The Council had considered improvements to Rights of Ways with the provision or replacement of stiles and gates a priority. The responsibility fell with landowner/s but the Council had felt that a project was worthwhile and that with engagement with landowner/s and with a financial contribution from the Council offered, progress could be made. As a starting point Cllr A Ball agreed to carry out a Parish survey to ascertain where needs existed. **(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. **(noted)**.
- ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The Minute (i) above refers. **(noted)**

A Parishioner had recently contacted Wiltshire Highways in regards to road conditions and requested that as part of highway repairs road edge kerbs were installed. Wiltshire Highways had advised that this would not be a highway maintenance matter and that LHFIC should be asked to consider a scheme. The Parishioner had also asked the Parish Council to read legal opinion about “The Right of Support” to stop damage to property and to consider sending an open letter to

Wiltshire Council to put them on “Notice” that they needed to take appropriate action, such as providing roadside kerbing otherwise they might be liable for any structural consequences. The Council noted the issues raised **and agreed that no further action be taken.**

A Parishioner had recently contacted Wiltshire Highways and the Parish Council regarding erosion of grass verges in Upper Seagry, Henn Lane in particular. The details provided highlighted significant damage being done by farm tractors, an issue also raised by others in the Parish. The Council noted the issues raised and would continue to press Wiltshire Highways for remedial action. **(noted)**

- iii) Provision of Additional salt/grit bins. Cllr Emma Sorrell reported that a bin had been installed at the School but had now lost its’ lid. There remained a need to source additional bins for other locations. **(noted).**
 - iv) Village Entrance Gates. The matter still awaited Wiltshire Highways action. **(noted)**
 - v) Grass Verge – Upper Seagry. Additional bollards were still required to cover the whole verge length. **(noted)**
 - vi) Hawthorn Tree – Upper Seagry grass verge. The replacement tree was now in-situ. **(noted)**
- d) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** The Council had previously agreed that community views should be ascertained on the replacement, potentially through The Signpost, Whatspp and the Annual Parish Meeting. **(noted)**

68/23 STANDING ITEMS

- a) **Recreation Ground:** Cllr M Barber reported that the Trustees were planning D-Day 80 Anniversary events for the 6th June 2024. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** At the recent Parish Forum the importance of up to date local Flood Plans and the important role that OFWG play, riparian owners’ responsibilities and the need for self-help had been stressed as Agencies could not, and should not, be expected to cope with all extreme situations because of their limited resources. The Council had been notified of the Wiltshire Highways Discretionary Gully Service program commencing in February 5th 2024. The initiative was for a dedicated crew to clear and jet systems and for Parish Councils to identify work. A timetable for potential visits had been provided and Seagry was scheduled for Week 5 and Week 47. **(noted)**
- d) **Parish/Community Website/Social Media:** Council Members were reminded to check their details on the website to ensure they are up-to-date. **(noted)**
- e) **Asset Register:** There was no update necessary. **(noted)**
- f) **School Liaison:** There was no update. **(noted)**

- g) **Council Standing Orders & Financial Regulations:** There was no update necessary. **(noted)**
- h) **Council Code of Conduct:** There was no update necessary. **(noted)**
- i) **Risk Assessment, Health & Safety and Management Register:** There was no update necessary. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** There was no update necessary. **(noted)**
- k) **Seagry Spitfire Memorial:** There was no update on this occasion. **(noted)**
- l) **Goss Croft Hall:** Cllr Emma Sorrell reported that the Trustees were to carry out a survey to engage with Parishioners to ascertain their views and to promote the Hall to increase usage. **(noted)**
- m) **Allotments:** Cllr A Ball updated the Council and reported that letters were about to be sent out to allotment holders in regards to rent increases and the new Terms & Conditions. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board met on the 11th March 2024 at the Wiltshire & Swindon History Centre, Chippenham. Future Meeting dates were scheduled for 10th June and 2nd September 2024. The Parish Forum met on the 21st February 2024 in the Kington St Michael Village Hall. The next Parish Forum Meeting was scheduled for the 20th March 2024 at 7.00pm in the Stanton St Quintin Village Hall SN14 6DE. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** There was no update required on this occasion. **(noted)**.
- q) **Neighbourhood Watch:** There was no update. **(noted)**
- r) **Emergency Planning:** There was no update. **(noted)**
- s) **Insurance:** There was no update required. **(noted)**
- t) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** It was reported that an additional volunteer had now been trained to join the CSW Team. **(noted)**
- w) **Defibrillator Project:** The date for the S W Ambulance Trust training session would be included on the Annual Parish Meeting Agenda. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

69/23 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).** Cllr M Barber reported that the SID was now in operation and was already having success. In theory the SID should move between the installed poles but to improve coverage consideration was given to purchasing an additional SID. **The Council agreed that this would be beneficial and agreed that another be purchased.** The Clerk would place the order. **Cllr M Barber proposed, Cllr Emma Sorrell seconded and RESOLVED UNANIMOUSLY**
- c) **Community Speedwatch Team.** It was reported that an additional volunteer had now been trained to join the CSW Team. It had been noted that a Parishioner had attempted to spoil the work being carried out by giving advance warning to drivers, which was disappointing as the volunteers were acting on behalf of the entire Parish in slowing traffic speeds. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 25th January 2024 in the Melksham Community Campus, although hybrid joining had been available. The Council had been reminded, by the Wiltshire Council Flood Portfolio Holder, of the importance of Flood Plans and the work of the Flood Group. Amongst other things the identifying and reporting gullies for regular maintenance was highlighted. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 25th January 2024. The Note Tracker from the Meeting had been received and circulated, together with the LHFIG Guidance Notes and Terms of Reference. For reference, dates for the next 12 months were given as 30th April, 25th July, 10th October 2024 and 9th January 2025. **(noted)**
- f) **Wiltshire Council - Briefing Note 23-34.** This item had appeared on the last Agenda and was included as a reminder. The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids had needed to be submitted by Friday 15th December 2023. The Council had agreed that as this was likely to be a yearly invitation the Council would use the next 11 months (from November 2023) to consider proposals in readiness to submit. **(noted)**
- g) **Wiltshire Council - Briefing Note 24-01.** The Council had received a Briefing Note in regards to the Revised National Planning Policy Framework. This was particularly important in regards to the 5-year housing requirement (now reduced to 4-years) and Neighbourhood Planning. **(noted)**
- h) **D-Day 80 Anniversary – 6th June 2024.** The Council had been advised of the proposals for Councils and communities to use the occasion to pay tribute to the many thousands that had made sacrifices to ensure freedom being enjoyed today. This could involve lighting Beacons or developing a Lamp Light of Peace and ringing of Church Bells. Information had been provided. The Recreation Ground

Trustees were considering involvement and the matter would be on the Agenda for the Annual Parish Meeting. **(noted)**

- i) **Wiltshire Council - Local Nature Strategy Recovery (January 2024).** The Council had been advised of the context, approach and next steps. There was an intention to hold workshops with stakeholders. **(noted)**
- j) **Wiltshire Council - Briefing Note 24-02.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Septic Tank Upgrade Communications Campaign. **(noted)**
- k) **Wiltshire & Swindon Prepared (LRF) – Emergency Contact Hub Scheme (ECHS).** The Council recalled that they had joined the LRF. The LRF were now ready to formally launch the ECHS and details had been received. **(noted)**
- l) **Rural EV Charging.** The Council had received information regarding public electric vehicle chargers in rural areas. Details had been provided. It was considered that there were no suitable sites available in the Parish. **(noted)**
- m) **CPRE Wiltshire Best Kept Village Competition 2024.** An invitation to enter had been received. The Council would raise the matter at the Annual Parish Meeting. **(noted)**
- n) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** Parish Councils had been advised that with changes in the targeted operating model, just commenced, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention was to hold two NCPFs a year, one in April and another in November. The first of these was 1900-2030hrs on Wednesday 17th April 2024. These would not replace contact with local teams but would provide an opportunity to come together for him to provide updates. The Meetings would be split into two sections. The first being a presentation followed by questions and answers. The opportunity would exist for questions on the night but pre-submitted questions would be welcomed. The Meetings would be virtual using Microsoft Teams and with likely numbers he was looking for just one representative from each Parish Council. Queries and questions could be submitted to Inspector Peter Foster at peter.foster@wiltshire.police.uk The link to the first NCPF had been provided. **(noted)**
- o) **Flood Warden Winter Newsletter-Winter 2024.** The Council had received the latest FloodWessex Newsletter from the Environment Agency. The contents were particularly important to this Parish. **(noted)**
- p) **Wiltshire Council - Briefing Note 24-03.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Governance Review-Consultation. Fortunately, the Parish was not involved on this occasion. **(noted)**
- q) **Wiltshire Council - Briefing Note 24-04.** The Council noted receipt of a Briefing Note in regards to the Development of Cultural Strategy for Wiltshire. A public survey took place between 19th February and 24th March 2024. **(noted)**
- r) **Wiltshire Council - Briefing Note 24-05.** The Council noted receipt of a Briefing Note in regards to the Local Nature Strategy Recovery (LNRS). **(noted)**

- s) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had received notification of a new interactive platform that helped people find out what life was like in their Community Area. There was an online survey for feedback that Members could use. **(noted)**
- t) **Carer Support Wiltshire.** The Council had received a request for financial support towards their services in Chippenham. The request was circulated. The Council was able to provide Section 137 grants that benefited the local community and the Council agreed to provide a £100.00 donation. **Cllr A Ball proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**

70/23 ANNUAL PARISH MEETING 2024: The Annual Parish Meeting was scheduled for Tuesday 16th April 2024 at 7.30pm. There was a legal requirement to hold the Annual Parish Meeting between 1st March and 1st June each year. **The Council agreed** that this year, subject to availability, it should be held in The Goss Croft Hall.

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 2024-2025 information. The opportunity would 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. As a starting point the Council would suggest some Agenda items that might be appropriate covering:

- a. CPRE Best Kept Village Competition 2024
- b. Keep Britain Tidy – Great British Spring Clean (Litter Pick)
- c. Defibrillator Project – S W Ambulance Trust Training Session
- d. Community Safety/Neighbourhood Watch/Emergency Plan (including Flood Plan)
- e. Traffic Speeds – the provision of Autospeedwatch Tools/SIDs etc - update
- f. Community Speedwatch – the Speedwatch Scheme volunteers - update
- g. Seagry Allotments – Charges and Terms of Agreements
- h. D-Day 80 Anniversary – 6th June 2024
- i. Highway Fingerpost Sign Replacement – Spitfire Memorial road junction
- j. Seagry Neighbourhood Plan
- k. Recreation Ground Facilities
- l. Rights of Way – Footpath maintenance + New Project – Community Warden/s
- m. Flooding matters

71/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

There were no issues raised.

72/23 DATE OF NEXT MEETING

The Annual Council Meeting and the next Council Meeting was scheduled for **Tuesday 14th May 2024 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 16th April 2024 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required. The Annual Parish Meeting would follow.

Signed:

Date: **14th May 2024**