

# **SEAGRY PARISH COUNCIL**

## **DRAFT MINUTES**

### **Council Meeting**

**held at 7.30pm**

**The Goss Croft Hall, Upper Seagry SN15 5HD**

**14<sup>th</sup> May 2024**

Present: Cllr M Barber (Chairman), Cllr R Barr (Vice Chairman), Cllr J H Crosland, Cllr N Hutton, Cllr Emma Sorrell and Cllr K Taylor.

Also Present: Wiltshire Councillor H Greenman, 13 Members of the Public were present (only 6 signing the Attendance Register) 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) Several questions were raised in regard to the M4, Junction 17 – Stanton Park Public Consultation. There was general concern and objections to the development of this open green field site, including the potential impact of traffic through the Parish. The commercial viability and suggested employment levels were questioned, as similar developments in the area remained unoccupied. Those present were reminded that individual responses would add to the weight of public opinion.
- ii) Several Parishioners had asked the Council to resolve highway and damaged verge conditions throughout the Parish caused by HGV vehicles and farm traffic. In regards to the latter slurry on road surfaces the Neighbourhood Policing Team had recently attended. Those present welcomed the attendance of David & Lucy Biggin of Trinity Farm who explained that they understood the concerns expressed in regard to farm traffic. In doing so explained that they held around 900 acres of farm land around the Parish that needed attention during changing weather seasons leading to significant road use at certain times of year. Of considerable concern was damage to highway verges from inconsiderate drivers and driver respect for people and people's property through speeding and lack of patience. David Biggin explained that there were 25mph speed restrictors on tractors and because of tractor size it was misconstrued that speeds were higher. There was a general agreement that the future success of this local business was welcomed but that hopefully some mitigation measures could be found. David suggested that he would be very happy if any future occurrences were reported to him as soon as they occur so that he can quickly rectify any problems. Both David and Lucy were thanked for attending.

There were no further Questions raised.

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

Wiltshire Cllr H Greenman made reference to the Lime Down Solar Farm proposals and the Government's very recent statement on the cumulative impact and loss of good farming land that will assist Wiltshire Council in the decision making process with other solar park applications. He also reminded all that when it came to consultations it was important that individuals voted rather than relying on a single Parish Council vote.

There were no further Reports.

### **11/24 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr A Ball.

### **12/24 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.

### **13/24 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 12<sup>th</sup> March 2024. **Cllr M Barber 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 16<sup>th</sup> April 2024. **Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**

### **14/24 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/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 **Prior Approval granted 24<sup>th</sup> April 2024**
- b) Enforcement Matters. There had been no change in circumstances since the last Council Meeting. **(noted)**
- c) M4, Junction 17 – Stanton Park Public Consultation. A Consultation had been launched on proposals to deliver new commercial logistics space, north of Junction 17. The proposals for up to 50,000 sq metres of commercial space, had a single point of vehicular access via the Scotland Hill local road. The period for feedback was 8<sup>th</sup> – 22<sup>nd</sup> May 2024 by visiting [www.stantonpark.co.uk](http://www.stantonpark.co.uk) The

Council considered that there were fundamental objections to the development of this Greenfield land, including the potential impact of traffic through the Parish. Individual responses would add to the weight of public opinion and Members would respond accordingly.

There were no further planning matters reported.

## 15/24 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.

WALC. Subscription 24/25	Inv SUB 24/25-200	01.04.24	£	137.09
Mr R Tucker. Grass cutting.	Inv 08	26.03.24	£	50.00
Mr R Tucker. Grass cutting	Seagry Allotments	Inv 08 26.03.24	£	10.00
ElanCity. Evolis Vision SID + parts.	Inv SAJ-UK/2024/01619		£	2,220.00
Community First. Subscription 24/25			£	40.00
Mr R Tucker. Grass cutting.	Inv 01	07.05.24	£	100.00
Mr R Tucker. Grass cutting	Seagry Allotments	Inv 01 07.05.24	£	20.00

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

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

Information Commissioner. GDPR fees 24/25	29.03.24	£	40.00
Care Support Wiltshire. Section 137 Grant (Minute 69/23 (t) refers)		£	100.00

- c) **Receipts:** The Council noted the following receipts since the last Council Meeting.. **(noted)**

Wiltshire Council. BACs Precept 24/25 (tranche 1)	17.04.24	£	10,750.00
Allotment Rents		£	220.00

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

Lloyds Account No. 00454316	30 <sup>th</sup> April 2024	£	46,733.29
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- e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2024**

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried 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 31<sup>st</sup> March 2024. The Parish Council was within those limits.

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. This would include the Period for Public Rights of Inspection.

A Receipts and Payments spreadsheet had been previously provided 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 31<sup>st</sup> March 2024 for approval and Annual Return documentation.

- i) Accounts Year Ending 31<sup>st</sup> March 2024. 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 31<sup>st</sup> March 2024 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 R Barr seconded and RESOLVED UNANIMOUSLY**

#### **16/24 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 next Parish Steward visit was scheduled for 4<sup>th</sup>/5<sup>th</sup> (part) June 2024. **(noted)**
- b) **Rights of Way:** There were no issues raised. Cllr A Ball had previously agreed to carry out the Parish survey. **(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. There had been no further progress. **(noted)**
  - iii) Provision of Additional salt/grit bins. There had been no change in circumstances since the last Council Meeting. 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) Highway carriageways. There had been a number of complaints received from Parishioners in regards to mud and slurry on local roads with requests for the Parish Council to intervene. The Council was not the Highway Authority and the matter had been raised with the Neighbourhood Policing Team who had attended. In the earlier Public Session there had been an indication given that a reasonable solution might be found with a local landowner. **(noted)**
- d) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** The Council had previously agreed that community views should be ascertained on the replacement and the Annual Parish Meeting attendees had been supportive. An order would now be placed. There had been a suggestion that other signposts may require attention/replacement and this would be investigated further. **(noted)**

## 17/24 STANDING ITEMS

- a) **Recreation Ground:** Cllr M Barber reported that planning for the D-Day 80 Anniversary events on the 6<sup>th</sup> June 2024 continued. He also reminded all that the Annual Car Wash would take place on Saturday 18<sup>th</sup> May 2024. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** Minute 18/24 (d) refers. **(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 an intention to be included in the D-D 80 Anniversary events. **(noted)**
- l) **Goss Croft Hall:** Cllr Emma Sorrell reported that the Trustees had now carried out the survey to engage with Parishioners to ascertain their views and to promote the Hall to increase usage. **(noted)**
- m) **Allotments:** There was no update on this occasion. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on the 11<sup>th</sup> March 2024 at the Wiltshire & Swindon History Centre, Chippenham. Future Meeting dates were scheduled for 10<sup>th</sup> June and 2<sup>nd</sup> September 2024. The Parish Forum had met on

the 20<sup>th</sup> March 2024 in Stanton St Quintin Village Hall. The next Parish Forum Meeting was scheduled for the 19<sup>th</sup> June 2024 at 7.00pm in the Christian Malford Village Hall. **(noted)**

- o) **Parochial Church Council:** There would be a Service at the Church as part of the D-Day 80<sup>th</sup> Anniversary events. **(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 when timescales allowed. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** Minute 18/24 (c) refers. **(noted)**
- w) **Defibrillator Project:** The date for a S W Ambulance Trust training session would need to be arranged for later in the year. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

## 18/24 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 additional SID had been delivered and would now be installed to increase coverage and data collected. **(noted)**
- c) **Community Speedwatch Team.** It was reported that the CWS Team continued their valuable role. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 25<sup>th</sup> January 2024 in the Melksham Community Campus. The next Meeting was scheduled for 23<sup>rd</sup> May 2024 10.00am-12.00noon in Melksham Community Campus. There were two local issues that should be raised with this Group as a potential way forward. It was suggested that the Wiltshire Council Flooding Portfolio Holder, Cllr Nic Puntis, and Danny Everett the senior drainage officer be invited to a site meeting to resolve a matters. The Clerk would make arrangements. In the meantime the issues would be reported to the Flood Group. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG met on the 30<sup>th</sup> April 2024. Future Meeting dates were 25<sup>th</sup> July, 10<sup>th</sup> October 2024

and 9<sup>th</sup> January 2025. Local works remained outstanding but there had been an indication given that works would start mid-May. **(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 15<sup>th</sup> December 2023. The Council had agreed that as this was likely to be a yearly invitation the Council would use the interim period (from November 2023) to consider proposals in readiness to submit. **(noted)**
- g) **D-Day 80 Anniversary – 6<sup>th</sup> June 2024.** It was reported that a full day was planned, with a Church service, Spitfire Memorial tribute and Recreation Ground BBQ. **(noted)**
- h) **CPRE Wiltshire Best Kept Village Competition 2024.** The Council had received the annual information on this Competition and a formal invitation to enter had been received. The Annual Parish Meeting had proposed that an entry be made. The Clerk confirmed that the entry had been made and there was now a need for community to become involved. **(noted)** .
- i) **Neighbourhood Policing- Neighbourhood County Parish Forum (NCPFs).** The Council was aware that at the last Council Meeting they were advised that with changes in the targeted operating model, all Neighbourhood Policing Teams in Wiltshire sit under Chief Inspector of Neighbourhood Policing, James Brain. His intention had been to hold two NCPFs a year, one in April and another in November. The first of these was held 1900-2030hrs on Wednesday 17<sup>th</sup> 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 were split into two sections. The first being a presentation followed by questions and answers. The opportunity existed for questions on the night but pre-submitted questions were welcomed. The Meetings were 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](mailto:peter.foster@wiltshire.police.uk) The link to the first NCPF had been provided and there were reports that the first session had been well attended. The Council considered that there was a need for future attendance to be fully briefed on local Policing matters. Following receipt of the next Meeting details a Council representative would be required. **(noted)**
- j) **Wiltshire Council – Community Area Joint Strategic Needs Assessment (CAJSNA).** The Council had been previously notified of a new interactive platform that helped people find out what life was like in their Community Area. There had been a survey for feedback ending 7<sup>th</sup> May 2024. Council Members had been reminded to take part. **(noted)**
- k) **Wessex Community Energy Network – Engaging with the Local Community.** The Council had been advised of this in person network meeting to be held on Thursday 16<sup>th</sup> May 2024 10.00 – 13.00 at County Hall, Trowbridge. Details and the Agenda had been circulated. **(noted)**
- l) **Wiltshire Council - Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the Pre-Election Period. **(noted)**

- m) **Wiltshire Council - Briefing Note 24-07.** The Council noted receipt of a Briefing Note in regards to the New HRC van and trailer Permitting Scheme. **(noted)**
- n) **Wiltshire Council - Briefing Note 24-08.** The Council noted receipt of a Briefing Note in regards to the Draft Licensing Policy 2024-2029 Consultation. **(noted)**
- o) **Community First.** The Council had been a Member for a number of years and to remind Members on what services they provided and why Membership of the Organisation was worthwhile details were circulated for information. **(noted)**
- p) **CPRE Wiltshire AGM.** The Council had received an invitation to attend the AGM to be held on Tuesday 16<sup>th</sup> July 2024 at 7.00pm in Malmesbury Town Hall. Details had been circulated with ticket booking information. **(noted)**

#### **19/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING**

There were no issues raised.

#### **20/24 DATE OF NEXT MEETING**

The next Council Meeting was scheduled for **Tuesday 9<sup>th</sup> July 2024 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 11<sup>th</sup> June 2024 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **9<sup>th</sup> July 2024**