

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

12th November 2024

Present: Cllr M Barber (Chairman), Cllr A Ball, 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, 3 Members of the Public (Shaun Morse, David Webber and Ted Timberlake) 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

Wiltshire Cllr H Greenman was unable to confirm when it was likely that the Gypsies & Travellers Consultation results and report would be available and considered by the Wiltshire Council Cabinet as there was much work for the Officers to complete. There had been numerous responses to the Consultation, including the Seagry Parish Council's, and the potential for the expansion of existing sites and identifying unauthorised sites that could be considered, as Policy compliant, would need to be taken into consideration. He reminded all that the Chippenham Community Area Parish Forum would meet in The Goss Croft Hall on Wednesday 27th November 2024 at 7.00pm.

There were no further Reports.

41/24 APOLOGIES FOR ABSENCE

All Council Members were in attendance.

42/24 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 Interest.

43/24 MINUTES Members had been previously circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 10th September 2024. **Cllr R Barr proposed, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY**

44/24 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. Representations were received from Mr S Morse in regards to application PL/2024/09864. There were no further representations received.

- a) PL/2024/08912 – Householder Application
Erection of Oak framed Garden Room style extension
Seales Gate, 5 Upper Seagry, Chippenham, Wiltshire SN15 5EX
For Mr Jack Nethercott

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

Cllr Emma Sorrell proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY

- b) PL/2024/09112 – Householder Application
Proposed Side Extension replacing single skin existing with new pitched roof
7 Broadleaze, Upper Seagry, Chippenham, Wiltshire SN15 5EY
For Mr Edward Timberlake

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

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

- c) PL/2024/09864 – Householder Application
Proposed 2 Storey Rear and Side Extension partly replacement of existing ground floor
34, Henn Lane, Upper Seagry, Chippenham, Wiltshire SN15 5HA
For Mr Shaun Morse

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

Cllr M Barber proposed, Cllr A Ball 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.

- d) PL/2024/05411 – Householder Application
Construct a timber summerhouse and barbecue area in an area of garden
Oaktree Telex, Upper Seagry, Chippenham, Wiltshire SN15 5EX
For Richard Newman **Withdrawn by Applicant 2nd October 2024**

e) Enforcement Matters. There were no updates on this occasion. **(noted)**

f) National Planning Policy Framework (NPPF) - Consultation

Pursuant to Minute 34/24 Planning General (e). The Government had been proposing to update the NPPF and was carrying out a Consultation on the proposed changes. The Clerk had submitted a response within the timeframe. **(noted)**

g) Gypsies and Travellers pre-submission draft Development Plan - Consultation

Pursuant to Minute 34/24 Planning General (f). The Wiltshire Council had been consulting on the proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Clerk had submitted a response within the timeframe. **(noted)**

There were no further planning matters reported.

45/24 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.

Mr R Tucker. Grass cutting. Inv 06	30.09.24	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 06	30.09.24	£ 20.00
Black Nova Designs.Gov.Uk web reg.24/25 Inv 23484	18.10.24	£ 48.00
LPC Trull Ltd. Reg 19 Consultation fees. Inv 22601	07.10.24	£ 3,600.00
Mr R Tucker. Grass cutting. Inv 07	06.11.24	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 07	06.11.24	£ 20.00

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

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

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

Wiltshire Council. Precept 24/25 Tranche 2.	25.09.24	£ 10,750.00
CPRE Wiltshire Best Kept Village winners prize	27.09.24	£ 100.00
Community Donations 27.08.24 – 30.09.24		£ 2,250.00

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

Lloyds Account No. 00454316	31 st October 2024	£ 53,861.08
-----------------------------	-------------------------------	-------------

46/24 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. Parish Steward visits for the remainder of this year were 5th/6th (part) November and 3rd/4th December (part) 2024. **(noted)**

- b) **Rights of Way:** Cllr A Ball provided an interim report on progress, the valuable financial support from the Parish Council and the participation of landowners and farming interests. A further update would be provided at the next Council Meeting. **(noted)**

- b) **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 is now resolved with works being completed by Wiltshire Highways. **(noted)**
 - v) Grass Verge – Upper Seagry. The matter is now resolved with works being completed by volunteers. **(noted)**

- c) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** There was no update on this occasion. **(noted)**

47/24 STANDING ITEMS

- a) **Recreation Ground:** There were no issues raised. **(noted)**

- b) **Notice Boards:** There were no issues raised. **(noted)**

- c) **Flooding & Drainage:** Wiltshire Highways/Drainage Teams had now completed drainage surveys, as far as was practical to do so. To date no report of findings had been received. Following the identification of problem areas, initially the Parish Council will be required to approach local property/land owners to seek remedial works. Template letters will be provided by Wiltshire Council and if this informal approach fails then that Authority will take legal action to seek remedial action. **(noted)**

- d) **Parish/Community Website/Social Media:** There were no issues raised. **(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. A later Agenda item refers to grass maintenance around the Memorial. **(noted)**
- l) **Goss Croft Hall:** Cllr Emma Sorrell reported that an Xmas Fayre was planned for early December 2024. **(noted)**
- m) **Allotments:** Cllr A Ball reported that one allotment remained available for renting. **(noted)** He also raised the issue of an Ash tree suffering from die back and in a dangerous condition, within the shared Goss Croft Hall hedgerow and **the Council agreed that** they would share the costs for felling and removal with the Goss Croft Hall Trustees.
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 4th November 2024 in the Bowls Pavilion, Chippenham Sports Club. Future Area Board Meetings were scheduled for 10th February, 20th May and 2nd June 2025. The Parish Forum had met on Wednesday 25th September 2024 in Kington St Michael Village Hall. Main topics had related to Police enforcement in the Community Area, including Community Speed Watch. The Notes from the Meeting had been received and circulated. The next Parish Forum Meeting was scheduled for Wednesday 27th November 2024 at 7.00pm in The Goss Croft Hall, Upper Seagry. The Guest Speakers would be from Wiltshire & Swindon Prepared LRF who would cover emergency planning and emergency hubs. There would also be updates from Wiltshire Police. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** There was no update required. **(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. The Council had received a letter from the editorial team reaching out to ask if there were any volunteers who would be willing to join the Signpost Team to help with compiling and editing issues. This would be advertised on the Seagry WhatsApp social media. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** Minute 48/24 (c) refers. **(noted)**
- w) **Defibrillator Project:** There was a need to arrange a training session in the New Year. **(noted)**

- x) **Data Protection. GDPR:** There was no update required. **(noted)**

48/24 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.** Concerns regarding data collection and reporting would need to be discussed with other Parishes and the Police at the next Parish Forum Meeting. **(noted)**
- b) **Speed Identification Devices (SIDs).** There was no update required on this occasion. **(noted)**
- c) **Community Speedwatch Team.** Additional volunteer support was still required and would be requested via the Seagry WhatsApp social media. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The last Flood Group Hybrid Meeting was held on the 26th September 2024 10.00am-12.00noon in Melksham Community Campus. The next was scheduled for 21st November 2024 in the same venue Local issues remained outstanding and needed to be raised again. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The LHFIG had met on the 10th October 2024. The Note Tracker had been received and circulated. The next was scheduled for 9th January 2025. **(noted)**
- f) **CPRE Wiltshire Best Kept Village Competition 2024.** A Presentation Event, to include the unveiling of a Standard & Shield and the presentation of a CPRE Winners Certificate for both County and District Rounds, had been held on Sunday 22nd September 2024 with guests including the CPRE Wiltshire Chairman, the Lord Lieutenant of Wiltshire, the High Sheriff of Wiltshire and the Chairman of Wiltshire Council. The success had been featured in the Autumn 2024 edition of Wiltshire Voice. **(noted)**
- g) **Wessex Water Community Outreach Sessions.** The Council had been advised of drop in sessions to allow customers to talk face to face. A session remained for Monday 18th November 2024 to be held in Chippenham Library. Further dates were planned for 2025. **(noted)**
- h) **Neighbourhood Policing County Parish Forum.** The Council recalled that the first Forum had been held via TEAMS in April of this year that delivered an update from each Neighbourhood Policing Inspector on issues in their area and a Q&A session. The next one was to be held in person at Police HQ, Devizes at 6.00pm until 8.00pm on Wednesday 20th November 2024. However, this had now been postponed to allow further consultation with Area Boards and how this meeting linked in with them. **(noted)**
- i) **Flood Wessex-Flood Warden Newsletter – Autumn 2024.** The Council had received the latest Flood Wessex Newsletter. The Newsletter contained important flooding information and support together with Environment Agency News and Events, including Flood Warden Sessions. **(noted)**

- j) **Wiltshire Council - Briefing Note 24-19.** The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2025/26. Applications for competing bids were to be submitted by Friday 13th December 2024. **(noted)** Members were reminded that a year ago the Council received Briefing Note 23-34 in regards to the 2024/25 Process and the Council had agreed that, as this was likely to be a yearly invitation, to use the interim period (from January 2024) to consider proposals in readiness to submit. At the Council Meeting held on the 23rd July 2024 the Council agreed to take no further action. (Minute 28/24 (f) referred)
- k) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** The Council had received previous communications requesting that the Parish Emergency Coordinator register with the Local Resilience Forum (LRF). The Council recalled that an LRF event had been held in August 2023 at Tidworth. The Council had also received an invitation to sign up to the Emergency Contact Hubs scheme. The LRF was renewing contact to promote and enhance “community building” that focused on whole societal resilience and put the community at the centre of local emergency response, not just flooding but also other events that might impact such as adverse weather and power outages. They wished to grow the network across the Wiltshire and Swindon footprint to ensure neighbouring communities were connecting with each other. It was likely that representatives of the LRF would be attending the next Parish Forum on the 27th November 2024. In the meantime the Council needed to review their own emergency-planning situation to ensure it was fit for purpose. **(noted)**
- l) **Winter Preparations 2024-2025.** Pursuant to Minute 39/24 (o). The Council had been advised that Wiltshire Council were beginning their planning for the 2024/25 winter season and had provided the PEAS application details and form for the forthcoming season to be returned to the Weather Team by the 19th September 2024. Cllr J H Crosland had considered requirements and there was no action to take. **(noted)**
- m) **Discretionary Gully Service.** Pursuant to Minute 39/24 ((p). The Council had been reminded that the discretionary gully crew would visit the Parish and details and Gully Worksheet had been provided. There was no action to take as there would need to be a review of requirements following the completion of outstanding surveys and works. **(noted)**
- n) **Grass Cutting Contract.** Pursuant to Minute 39/24 (i). Cllr R Barr had requested that the Council consider extending their grass-cutting contract to include the grass verge area around the Spitfire Memorial. **The Council agreed to ask the Council’s contractor if that would be possible and to seek a cost.**
- o) **Remote Meetings - Consultation.** Notification had been received that the Government was consulting on allowing Councils to hold remote Council Meetings. Members recalled that as an emergency measure during the Covid-19 pandemic authority had been given for Council’s to meet remotely to allow business to continue. The Parish Council had taken advantage of this. Despite a National campaign to retain the measure, should Council’s wish to do so the previous Government rescinded the powers in May 2021. The new Government was committed to allowing Councils to hold remote Council Meetings and had published a consultation paper. NALC would be responding and encouraged all Parish and Town Councils, County Associations, individual Councillors and Clerks to participate in the essential consultation. This would continue to

demonstrate the strong support for the flexibility to hold remote meetings, building on the momentum from the previous call for evidence. The Consultation closed on the 19th December 2024. The link to the consultation paper was <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/consultation/subpage.2024-10-22.4587630148/> Council Members **agreed that** they would individually submit a response to the Consultation in a positive manner.

49/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) Wiltshire Council required the Parish Council to submit their Precept Requirement for year 2025/2026 within their set timescale. (20th January 2025) Because the Parish Council would meet on the 14th January 2025 they would be able to comply with the timescale. The Parish Council would therefore consider their budget and Precept requirement at the next Council Meeting. The draft Band D Tax Base was to be 182.13 compared to 172.95 in year 2024/2025. A copy of budget assumptions would be prepared and circulated and Members should inform the Clerk of any suggestions for increasing or decreasing spending to be included. **(noted)**

ii) Parish Council Elections – 1st May 2025. The Council would meet next on the 14th January 2025. After that date, unless the Council called any Extraordinary Council Meetings, this would mean that there would be only one remaining Full Council Meeting. This was scheduled for the 11th March 2025 (7.30pm). The Annual Parish Meeting was scheduled for the 8th April 2025 at 7.30pm. **(noted)**

50/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Tuesday 14th January 2025 at 7.30pm** to be held in The Goss Groft Hall, unless otherwise notified. However, Members noted that Tuesday 10th December 2024 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **14th January 2025**