

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

11th March 2025

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr (Vice Chairman) and Cllr N Hutton.

Also Present: Wiltshire Councillor H Greenman, 2 Members of the Public (Nigel Watson and Karen Watson) 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) Nigel Watson was grateful for the information he had been given on Riparian ownership responsibilities and that he was pleased to see all of the works being carried out in recent weeks by Wiltshire Highways, which all hoped would be successful. Later agenda items would refer to work being carried out.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman was welcomed to the Meeting, his first since his health problems had occurred. While absent it had been noted that he had still been able to play a significant role in local matters from his Hospital bed, that included the successful outcome of the Gypsy & Travellers Site Allocation Plan deferment.

He had been unable to attend the Chippenham Community Area Parish Forum held in the Christian Malford Village Hall on Wednesday 26th February 2025 but he understood that there had been some successful outcomes.

He looked forward to attending the Annual Parish Meeting scheduled for the 22nd April 2025 and giving his Annual Report.

There were no further Reports.

62/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J H Crosland, Cllr Emma Sorrell and Cllr K Taylor.

63/24 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.

64/24 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 14th January 2025. **Cllr A Ball proposed, seconded Cllr M Barber and RESOLVED UNANIMOUSLY**

65/24 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/2025/01981 – Prior Approval Part 3 Class Q: Agricultural Buildings to Dwellinghouses
Town and Country (General Permitted Development) (England) Order 2015 as amended) Part 3, Class Q Conversion of Tractor Shed to create 2 No new Dwellings.
Nables Farm, Upper Seagry, SN15 5HB
For Mr Andrew Jackson

Following consideration of the application **the Council resolved to** submit observations made on previous prior approval applications at Nables Farm, advising that should the proposals fall within the Class Q Permitted Development Rights then the Council could raise no objections.

Cllr N Hutton proposed, seconded Cllr M Barber 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.

- b) PL/2024/10866 - Lawful Development Certificate for an Existing Use
This application seeks to confirm the lawful use of the area known as "the orchard," outlined in red on drawing 'LDC Application Site Plan A rev1', as part of the domestic garden associated with the dwelling.
Oaktree Telex, Upper Seagry, SN15 5EX
For Mr Richard Newman

Council Members ratified their decision made at a virtual meeting on the 13th February 2025. **The Council had agreed that they were unable to support the application for the reasons set out in the Agenda.**

The Council found that the submitted documents and supporting affidavits were confusing and some contradictory and consequently did not provide enough support to confirm the lawful use of this area of land. It seemed to the Council that this area of land was physically separated from Oaktree Telex that had its own defined curtilage and fenced domestic garden. This was separated from the application site by a wide shared driveway. The site may have become owned by the applicant at some point in time separating it from the original orchard, with the grass maintained by the applicant, but it's appearance remained as an open

unfenced area with no domestic appearance and the Council was unaware of any domestic use of the application site.

Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY

- c) PL/2025/00512 - Householder Application
Two storey side extension, single storey rear extension and front porch to property
6 Broadleaze Upper Seagry, Chippenham, SN15 5EY
For C & E Naughton

Council Members ratified their decision made at a virtual meeting on the 13th February 2025. **The Council agreed to raise no objections to the application**

Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY

- d) PL/2025/00293 - Householder Application
Construction of new outbuilding in rear garden with extended raised platform.
Grooms Cottage, Upper Seagry, Chippenham, Wilts, SN15 5EX
For Mr Mayne

Council Members ratified their decision made at a virtual meeting on the 13th February 2025. **The Council agreed to raise no objections to the application**

Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY

- e) PL/2025/00517 - Householder Application
Proposed 2 storey rear and side extension partly replacement of existing ground floor.
34 Henn Lane, Upper Seagry, Chippenham, SN15 5HA
For Mr Shaun Morse

Council Members ratified their decision made at a virtual meeting on the 13th February 2025. **The Council agreed to raise no objections to the application**

Cllr M Barber proposed, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY

- f) Enforcement Matters. There had been no change in circumstances since the last Council Meeting. **(noted)**

- g) PL/2024/10810 - Prior Approval - Class Q - Agricultural to Dwellinghouse
Prior notification of a change of use from 2 No. agricultural buildings to 3 No. residential dwellings (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 SN15 5EP
For Mr Stephen Peters **Prior approval granted 7th February 2025**

- h) PL/2023/09202 – Appeal Decision APP/Y3940/W/24/3343960
Erection of an agricultural building for livestock and machinery storage and associated track in accordance with the application Ref PL/2023/09202, without compliance with condition number 2 previously imposed on planning permission Ref PL/2021/08755 dated 19 April 2022
The Mount, Upper Seagry SN15 5EX
For Mr N Good **Appeal allowed subject to Conditions 21st January 2025**

- i) Gypsies and Travellers pre-submission draft Development Plan – Consultation

The Wiltshire Council had consulted on proposals that once adopted would become a material planning consideration in meeting the accommodation needs for Gypsy and Traveller communities in Wiltshire. The Consultation had run from Tuesday 20th August until Friday 4th October 2024. The Council, along with significant numbers of the community, had submitted representations.

Subsequently, on the 4th February 2025 the Wiltshire Council Cabinet had recommended to Wiltshire Full Council that the G&T Plan should be adopted and submitted before the 11th March 2025 for Wiltshire Local Plan Examination. At the Wiltshire Full Council Meeting held on the 25th February 2025 the matter had been deferred for an indefinite period. The Parish Council would need to be mindful of further actions taken by Wiltshire Council and to ensure that the local community remained vigilant. **(noted)**

There were no further planning matters reported.

66/24 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 V A Vines. Clerks Salary + HMRC PAYE Year End 31.03.25	£ 3,516.24
Mr V A Vines. Clerks Expenses Year End 31.03.25	£ 851.70
Middlepeak Engineering Ltd/Leander. Fingerpost sign & delivery	£ 4,024.80
Citizens Advice Wiltshire. Section 137 Grant	£ 160.00

Cllr M Barber proposed, Cllr R Barr 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** that there had been no receipts since the last Council Meeting.
- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

Lloyds Account No. 00454316 31 st January 2025	£ 47,321.12
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- e) **Parish Council Clerk & Responsible Officer's Salary:**

The Council noted that the present Clerk's salary had not been raised in accordance with Local Authority Pay Awards over a number of years and was

actually below national minimum pay levels. The present incumbent had been in post for over 9 years and carried out duties in excess of the agreed working hours. The Council was mindful that should the incumbent consider retirement then to source a replacement a competitive salary would need to be offered to secure an experienced Clerk & Responsible Officer. In recognition of the work and knowledge of the present incumbent the Council agreed that the hourly rate should increase to £17.00 per hour (6 hours per week). The figure would be re-accessed should the position become vacant. **Proposed Cllr M Barber, seconded Cllr N Hutton and RESOLVED UNANIMOUSLY**

67/24 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 2025 had yet to be advised. The Clerk would raise the issue with Wiltshire Highways. **(noted)**
- b) **Rights of Way:** Cllr A Ball provided a further report on progress. He advised that there were difficulties in seeking assistance from Wiltshire Rights of Way and the Clerk would provide new contact details that may assist. Although there were hurdles to overcome there remained willing parties to carry out identified works. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - a. HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. There had been no further progress on historic issues that had been superseded by more recent events relating to local traffic damage that needed to be resolved. A recent suggestion had been the introduction of a one-way road system that would be considered further. **(noted)**.
 - b. Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. Minute 67/24 (c) (a) above refers. **(noted)**
 - c. 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 identified locations. **(noted)**.
 - d. Highway and Drainage Works. Since the Council had last met Wiltshire Highways and Drainage teams had commenced work in emergency locations, which had been well received. On completion it would be good to receive a report from Wiltshire Highways on all works carried out. Alongside this there was a need to know what private land issues remained and whether there was a need for the Parish Council to facilitate engagement with land owners. On completion of works there may be a need to request the complete resurfacing of roads and any proper reinstatement of highway verges severely affected. **(noted)**
- d) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** The final design had been agreed with the RAF insignia incorporated in the finial and it was hoped that delivery timescale would allow the sign to be erected before the VE Day Celebration service. **(noted)**

68/24 STANDING ITEMS

- a) **Recreation Ground:** There was no update on this occasion. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** Minute 67/24 (c) (d) above refers. **(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 in this occasion. **(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:** There was no update on this occasion. **(noted)**
- m) **Allotments:** Cllr A Ball reported that one allotment still remained available for renting. **(noted)** It was confirmed that the dying Ash tree had been felled. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 3rd March 2025 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next was scheduled for the 2nd June 2025 at a venue to be notified. The Parish Forum had met on Wednesday 26th February 2025 in Christian Malford Village Hall. The Guest Speaker had been the Wiltshire Chief Constable. The next Parish Forum Meeting was scheduled for Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. **(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. **(noted)**

- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** Minute 69/24 (c) below refers. **(noted)**
- w) **Defibrillator Project:** There remained a need to arrange a training session. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

69/24 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 had been discussed with other Parishes and the Police, including the Wiltshire Chief Constable at the last Parish Forum Meeting, resulting in the Neighbourhood Police Team Inspector agreeing to view the top priority cases. Further representations would be made on Autospeedwatch matters. **(noted)**
- b) **Speed Identification Devices (SIDs).** Minute 69/24 (a) above refers. **(noted)**
- c) **Community Speedwatch Team.** Additional volunteer support was still required and would continue to be requested via the Seagry WhatsApp social media. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 16th January 2025. Representations had been made on local priorities. The date of the next Meeting was scheduled for Thursday 20th March 2025, 10.00am to 12.00pm. It was possible to join by TEAMS. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting had been held on the 9th January 2025. The Note Tracker had been received and circulated. The next had been scheduled for 22nd April 2025 at 10.00am in Committee Room D, Monkton Park. The draft Note Tracker for this Meeting would be circulated when received. The completion of the School signage remained outstanding and would be chased. **(noted)**
- f) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had been advised of the proposals for this year's Best Kept Village Competition and invited to enter the Laurence Kitchen Award section of the Competition. This was the "Winner of Winners" Competition. Judging would take place during the period 1st – 31st July 2025. The matter would be raised at the Annual Parish Meeting to seek support from the whole Parish. **(noted)**
- g) **Parish Council Elections – 1st May 2025.** The Wiltshire Society of Local Council Clerks had recently received a presentation from the Wiltshire Council Elections Team regarding the forthcoming Elections in May 2025 that would include 2,118 Town and Parish Council seats. The Elections Act 2022 brought in some changes for the Elections this time and Clerks had been asked to ensure candidates attended the online webinar (11th February 2025, 6.00pm – 7.00pm) and read Election packs in full, even if they had been through the process several times before. Nomination forms would be accepted at three hubs – Chippenham,

Trowbridge and Salisbury. A copy of the presentation had been circulated. **(noted)**

- h) **Wiltshire Council Planning Town and Parish Forum.** The Council had been advised that the next session was to be held on Wednesday 5th March 2025 – 6.00pm to 8.00pm. This was an online event and they were encouraging a high attendance. The session would include a general update about the planning service at Wiltshire Council, discussions on the Local Plan, national planning policy updates, conservation and design, and the planning process including appeals and how we can all work together. To book for the session an email link had been provided. Janine.mead@wiltshire.gov.uk **(noted)**
- i) **Parish Council Elections – WALC Online Session – 5th March 2025.** The Wiltshire Association of Local Councils had put together an online session for prospective candidates. Details had been circulated. **(noted)**
- j) **Lime Down Solar Park – Statutory Consultation.** The Council had received notification from Lime Down Solar Park Limited that a Statutory Consultation, under Section 42 of the Town & Country Planning Act 2008 was commencing on the 29th January 2025 and ending on the 19th March 2025. **The Council agreed** that they would use the submissions made by Wiltshire Council as a basis of their own submission and asked the Clerk to respond accordingly within the timeframe.
- k) **Wiltshire Council – Briefing Note 25-01.** The Council noted receipt of a Briefing Note in regards to the Electronic Refuse Collection Vehicle (eRCV) trial. **(noted)**
- l) **Flood Warden Newsletter – Winter 2024-25 (Jan 25).** The Council noted receipt of the latest Environment Agenda Flood Wardens Newsletter. **(noted)**
- m) **Wiltshire Council – Briefing Note 25-02.** The Council noted receipt of a Briefing Note in regards to the Management of Council Business and Publicity during the pre-election period. **(noted)**
- n) **Citizens Advice Wiltshire.** The Council had received a request to consider a financial donation towards the service costs. The Council had previously provided assistance to the Charity and following consideration agreed that a Section 137 Grant of £160.00 should be given. **Proposed Cllr N Hutton, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**
- o) **Wiltshire Council – Briefing Note 25-03.** The Council noted receipt of a Briefing Note in regards to the Local Nature Recovery Strategy (LNRS) update. **(noted)**

70/24 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting was scheduled for Tuesday 22nd April 2025 at 7.30pm in The Goss Croft Hall. There was a legal requirement to hold the Annual Parish Meeting between 1st March and 1st June each year. The Council wished to gain maximum publicity to ensure a good attendance.

In this instance this would be the last Annual Parish Meeting before the Parish Council Elections to be held on the 1st May 2025. The closing date for nominations was Wednesday 2nd April 2025 and those standing for election would be known and

whether the Election was to be contested or non-contested. If the former then as the date was within the purdah period then the Annual Meeting could not be used for electioneering purposes.

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 2025-2026 information. The opportunity would also be given for Reports from Parish Council Sub-Groups or Committees, Local Organisations, such as Seagry Primary School, the Recreation Ground Trust, the Goss Croft Hall, St Mary's Church and Wiltshire Police, and also an Annual Report from the Wiltshire Council Member. The remainder of the Agenda would be flexible and in the hands of Parishioners in attendance. As a starting point the Council would suggest some Agenda items that might be appropriate.

The Council agreed that Agenda items should include:

- a. CPRE Best Kept Village Competition 2025 – Laurence Kitchen Award entry
- 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
- h. Seagry Neighbourhood Plan - update
- i. Recreation Ground Facilities
- j. Community Flood Warden/s
- k. Rights of Way – Footpath maintenance + New Project – Community Warden/s
- l. Upper Seagry – One-way road system
- m. 20 mph speed limit introduction
- n. Gypsy & Travellers Site Allocation Plan
- o. VE Day Celebrations

71/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr N Hutton asked that the Council consider the introduction of a 20 mph speed limit and the Upper Seagry one-way road system as formal Agenda items.

There were no further issues raised.

72/24 DATE OF NEXT MEETING

The Annual Council Meeting and the next Council Meeting were scheduled for **Tuesday 13th May 2025 at 7.30pm** in The Goss Croft Hall, Upper Seagry, unless otherwise notified. However, Members noted that Tuesday 22nd April 2025 was scheduled for a Council Planning Meeting at 7.15pm prior to the Annual Parish Meeting and Notice will be given if this Meeting was required.

Signed:

Date: **13th May 2025**