

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

14th January 2025

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

Also Present: Wiltshire Councillor H Greenman, 1 Member of the Public (Richard Newman) 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 reported that an Extraordinary Meeting of Wiltshire Council had taken place to discuss the Government's proposals for Local Government Reform. Although the Council had taken the decision to support the proposals for a Combined Authority (77 for, 7 against) this had been purely to ensure that they could potentially gain from a Heart of Wessex arrangement as a supposedly willing partner rather than the changes enforced upon them. The financial repercussions of not doing so could be significant. A later Agenda item referred to the proposals.

He reminded all that the Chippenham Community Area Parish Forum would meet in The Christian Malford Village Hall on Wednesday 26th February 2025 at 7.00pm with the Guest Speakers being the Wiltshire Chief Constable, Catherine Roper, and The Bobby Van Trust.

There were no further Reports.

51/24 APOLOGIES FOR ABSENCE

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

52/24 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.

53/24 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 12th November 2024. **Cllr M Barber proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

54/24 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/2024/09112 – 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
Approved with Conditions 15th November 2024
- b) 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
Application withdrawn by Applicant 17th December 2024
- c) PL/2024/10258 – Householder Application
Resiting of approved Glasshouse and relocation of existing Tennis Court all within the garden of Seagry House
Seagry House, Upper Seagry, Nr Chippenham, Wiltshire SN15 5HD
For Ms V Buchan

Council Members ratified their decision made at a virtual meeting on the 10th December 2024 to consider this planning application in order to meet the Wiltshire consultation timescale. **The Council had agreed to raise no objections to the application.**

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

- d) PL/2024/10810 – Prior Approval Part 3 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, Wiltshire SN15 5EP
For Mr Stephen Peters

Council Members ratified their decision made at a virtual meeting on the 10th December 2024 to consider this prior approval application in order to meet the Wiltshire consultation timescale. **The Council had agreed that they were unable to support the application for the reasons set out in the Agenda.**

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

- e) Enforcement Matters. There were no updates on this occasion. **(noted)**
- f) PL/2024/07407 - Householder Application
The Chestnuts, 16 Upper Seagry, Chippenham, SN15 5EX
Internal and external alterations to main house including re-roofing, and extension and alterations to 1950s garage
For Mr Nick Jones **Approved with Conditions 10th January 2025**
- g) PL/2024/07620 - Works to a Listed Building
The Chestnuts, 16 Upper Seagry, Chippenham, SN15 5EX
Internal and external alterations to main house including re-roofing, and extension and alterations to 1950s garage
For Mr Nick Jones **Approved with Conditions 10th January 2025**

There were no further planning matters reported.

55/24 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.

Black Nova Designs.Website hosting 25/26. Inv 24541 03.01.25 £ 100.80

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

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

Public Works Loan Board. Goss Croft Hall DD repayment 02.12.24 £ 2,601.16

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

Community Donations 30.09.24 – 29.11.24 £ 50.00

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

Lloyds Account No. 00454316 2nd December 2024 £ 47,421.92

- e) **Council Budget, Budget Proposals and Precept for Year 2025-2026:**

The Council considered Budget proposals for Year 2025-2026 together with background advice in regards to potential capping implications for future Capital and Revenue spending requirements. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 20th January 2025. Detailed consideration was given to a forward budget and cost pressures. The Council was mindful of the fact that any increases proposed needed the support of Parishioners. The Public Works Board Loan repayment of £5,202.32 for the Goss Croft Hall build was a continuing commitment that was a significant proportion of the

budget. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. This could include increases in LHFIG financial support for local projects.

The Council had set the Precept for Year 2024-2025 at £21,500.00. The Clerk provided a Schedule that included an estimated outturn for Year End. Several projects would be completed within the year. The Council agreed that as a matter of principle there was a need to maintain the Capital Fund by resisting reductions to support the Revenue Account and agreed that the Council would remain in a healthy financial position at end of year. The Council noted that the 2025-2026 Band D Tax Base had changed from 172.95 to 182.13 per property. The Clerk provided spending options that included a standstill situation and implications resulting from a Precept increase or reduction and after consideration it was felt that to cover inflation, proposed spending to retain the Capital set aside and to increase the budget by £1,500.00 to cover potential Wiltshire Council Election charges to be introduced there was a need to increase the Precept this year. **It was agreed to request a Precept requirement of £24,000.00 for the next Council Year.** This could be accommodated with an increase in Band D property charge to £7.46 per year (£124.31 increased to £131.77).

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

56/24 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 Parish Steward Scheme Scope of Works information had been received and circulated. **(noted)**
- b) **Rights of Way:** Cllr A Ball provided an interim report on progress. He advised that there appeared to be anomalies between actual and Defined Map RofWays. 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)**.
- c) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** There was no update on this occasion. **(noted)**

57/24 STANDING ITEMS

- a) **Recreation Ground:** Cllr M Barber reported that advice was being taken on possibilities of securing Area Board funding. **(noted)**

- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** Although a site meeting had been held with Wiltshire Highways/Drainage Teams there had been no change in circumstances since the last Council Meeting. Minute 47/24 (c) was still relevant. **(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 official update on the status of the School and there were concerns on dwindling attendance numbers. **(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 referred to grass maintenance around the Memorial. **(noted)**
- l) **Goss Croft Hall:** There was no update on this occasion. **(noted)**
- m) **Allotments:** Cllr A Ball reported that one allotment remained available for renting. **(noted)** The shared costing arrangements to fell the dieing Ash tree had not been acceptable to the Goss Croft Hall Trustees and for safety reasons the Clerk had agreed for the felling and removal work to proceed and for the Council to pay the costs. **(noted)**
- 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. Minutes had been circulated. Future Area Board Meetings were scheduled for 10th February, 20th May and 2nd June 2025. The Parish Forum had met on Wednesday 27th November 2024 in The Goss Croft Hall, Upper Seagry. The Notes from the Meeting had been received and circulated. The next Parish Forum Meeting was scheduled for Wednesday 26th February 2025 at 7.00pm in Christian Malford Village Hall. The Guest Speakers would be the Wiltshire Chief Constable and the Bobby Van Trust. **(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:** Minute 58/24 (l) below refers. **(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 58/24 (c) refers. **(noted)**
- w) **Defibrillator Project:** There was a need to arrange a training session. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

58/24 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 were discussed with other Parishes and the Police at the last Parish Forum Meeting, resulting in an invite to the Wiltshire Chief Constable to attend the next Forum Meeting. **(noted)**
- b) **Speed Identification Devices (SIDs).** Minute 58/24 (a) above refers. **(noted)**
- c) **Community Speedwatch Team.** Additional volunteer support was still required and would be requested via the Seagry WhatsApp social media. It was noted that there had been Wiltshire Police speed enforcement team visits. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had met on the 21st November 2024. Minutes had been received and circulated. The date of the next Meeting was scheduled for 16th January 2025. It was possible to join by TEAMS. There had been no change in circumstances since the last Council Meeting in regards to local matters. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** A LHFIG Meeting had been held on the 10th October 2024. The Note Tracker had been received and circulated. The next had been scheduled for 9th January 2025 at 10.00am in Committee Room D, Monkton Park. The draft Note Tracker for this Meeting had been received. **(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 with outline details. Further details and entry forms would be provided later in the year. The Council could not enter this year, as the 2024 winners were excluded. They would need to be entered into the Laurence Kitching Award, the Winner of Winner's Competition. **(noted)**
- g) **Wessex Water Community Outreach Sessions.** The Council had been advised of drop in sessions to allow customers to talk face to face. These were scheduled for Monday 20th January, 17th March and 12th May 2025 in Chippenham Library between 10am - 12pm and 1pm - 2pm. **(noted)**
- h) **Parish Council Elections – 1st May 2025.** A Parish Council Update Newsletter had been received that provided the first news on the election timetable, close of

nominations etc. Of particular concern was the issue of Election costs for both contested and uncontested Elections. This was the first occasion that Wiltshire Council sought to recover costs. The Council, earlier in the Meeting had included a figure of £1,500.00 within the 2025/2026 budget to cover this additional cost. **(noted)**

- i) **Local Government Reform.** The new Government had proposals for Local Government reform and potential devolution to Combined Authorities or Mayoral Combined Authorities, which would potentially be separate legal bodies with their own funding from Government. All major Councils had been invited to express interest and Wiltshire, Dorset and Somerset had indicated a preference for working together through a Heart of Wessex Combined Authority, keeping the door open for Swindon and Bournemouth, Christchurch and Poole to join. At this time it was understood that individual Councils would not have to merge budgets. Setting up any such body would involve public consultation on its governance and decision-making. A Devolution White Paper was expected shortly with further discussions taking place. Parish Councils would not be directly involved in the work of a Combined Authority but could be a consultee on project delivery. There had been suggestions that Council Elections in May 2025 may be postponed but it was now understood that as Wiltshire was already a Unitary Authority this would not apply. **(noted)**
- j) **DEFRA's Property Flood Resilience (PFR) Repair Grant Scheme.** The Council had been reminded of the grant scheme arising from Storm Babet and Storm Henk and the closing dates for requests. **(noted)**
- k) **Upper Seagry, One-Way Road System.** A Parishioner had requested that the Council consider a proposal that a one-way road system should be introduced in Upper Seagry to improve highway safety, reduce highway and verge damage and improve the appearance of the village in general. Following consideration the **Council agreed that** in principle this proposal had merit and would need further consideration and consultation before being taken forward to Wiltshire Highways. It was suggested that the proposal could be considered further at the Annual Parish Meeting and beforehand a Proposals Map should be prepared so that Parishioners could consider and comment on the implications of the proposal.
- l) **Wiltshire and Swindon Prepared - Local Resilience Forum (LRF) - Emergency Contact Hubs.** Minute 48/24 (k) referred). There was a need for the Council to review their emergency planning situation to ensure it is fit for purpose. **(noted)**
- m) **Grass Cutting Contract.** Pursuant to Minute 48/24 (n). The Council's grass cutting contractor had confirmed that he was willing to cut the grass verge area around the Spitfire Memorial and his costs had been included in the 2025/2026 budget. **(noted)**

59/24 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting was agreed 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 would 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 was in the hands of Parishioners in attendance. In previous years as a starting point the Council had suggested some Agenda items that might be appropriate.

The Council would meet next on the 11th March 2025 and would agree Agenda items and arrangements for the Annual Parish Meeting. **(noted)**

60/24 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) The Clerk advised that the Lime Down Solar Park Community Consultation would run from 29th January – 19th March 2025. There are a number of public information events one of which is on Tuesday 25th February 2025, 14:30 – 19:30 in the Goss Croft Hall, Upper Seagry.

There were no further issues raised.

61/24 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Tuesday 11th March 2025 at 7.30pm** to be held in The Goss Groft Hall, unless otherwise notified. However, Members noted that Tuesday 11th February 2025 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **11th March 2025**